UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

TITLE 6400 - PROPERTY MANAGEMENT

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* Abbreviations:
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TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6410 - PERSONAL PROPERTY MANAGEMENT

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*Abbreviations:
M - Manual
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TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6410 - PERSONAL PROPERTY MANAGEMENT

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6411.22 - Responsibility *-of All Employees-*

1. Property Use, Care, and Accounting. Each employee of the Forest Service will be held responsible for the proper use and protection of any Government property that may come into his custody or control. An employee may be held financially liable for any violation of this responsibility which results in loss to the Government.

Each employee who receives accountable personal property from any source is required to receipt for it on the appropriate form. No receipt should be signed until its correctness has been verified or until articles have been actually received by or placed at the disposal of the receiving officer. The fact that these precautions are not taken will not relieve the employee of responsibility should a discrepancy be discovered later.

2. Misuse of Property. Except in emergencies threatening loss of life or property, or as may be authorized by law or other legal authority, no employee shall use or permit any other person to use Forest Service property for any purpose other than in the performance of official work.

3. Unofficial or Unauthorized Use of Property. Whenever an employee knows or suspects that Forest Service property has been or is being misused, appropriated for personal use, or otherwise used for unofficial or unauthorized purposes, he will immediately report it to his immediate superior. His superior will take immediate action to prevent further misuse or abuse of the property and will report all the details, readily obtainable without a detailed investigation, to the unit property management officer who will promptly report the circumstances to the unit head for disciplinary action (item 4) and when necessary to the board of survey to determine employee financial liability (FSH 6412.32). Any money recovered will be deposited as miscellaneous receipts. Pending such recovery, any moneys due should be withheld.

4. Disciplinary Action. Whenever accountable property is misused, appropriated for personal use, stolen or destroyed, or damaged through *-apparent-* negligence or dereliction of the employee to whom it was assigned, the property management officer will refer the case to the

unit head, such as the supervisor at the forest level, or the regional forester or experiment station director at the regional level, who will take whatever action is deemed necessary in view of the circumstances. Cases which cannot be resolved by the forest or research center head will be referred to the regional foresters or directors. Similarly, when disciplinary action by the Washington office is warranted, an appropriate recommendation including all facts and circumstances will be furnished.

5. Personal Use of Property Ordered Abandoned or Destroyed. No employee will appropriate for personal use any article that has been ordered abandoned or destroyed.

6. Property Lost, Stolen, Damaged, or Destroyed (FSH 6411.26)

7. Individual Relief. Having receipted for accountable property, an employee may be relieved of responsibility by:

a. Authorized transfer, destruction, abandonment, sale, or exchange.

b. Consumption in authorized use.

c. Loss, theft, damage, destruction, or deterioration of property beyond profitable repair, except that payment of the value when determined by a board of survey (FSH 6412.32) will be required of any employee whose serious failure to fulfill his responsibilities caused or contributed to such loss, theft, damage, destruction, or deterioration.

6411.25 - Responsibility for Transportation Requests, Bills of Lading, Streetcar and Bus Tokens, *-and Commissary.-*

1. Transportation Requests. Effective July 1, 1955, SF-1169, United States of America Transportation Request - Original, and SF-1169a, Memorandum Card Copy, were prescribed for use in lieu of all other forms for obtaining common-carrier transportation and charter service. Forms are serially prenumbered and prepunched at time of manufacture.

a. Custody. Each employee having custody of transportation requests shall be held accountable for them and may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding such requests. Unissued books should be properly safeguarded and not left in unlocked desk drawers or other unguarded easily accessible places.

When a U.S. Transportation Request is lost or stolen, the employee accountable therefor shall promptly notify the unit which issued him the requests that such loss or theft has occurred and submit a complete statement of attendant facts. Verbal or telephone reports should be promptly confirmed in writing.

In addition, when a lost transportation request is known to have been filled out to the extent of showing the carrier and services desired from a designated point of origin, the accountable employee shall promptly describe the lost or stolen document to the names as well as other local initial carriers and request that it not be honored. Such advice shall be confirmed in writing, and a copy promptly transmitted to the issuing unit.

When there is no further need for unused requests, when employee is separated from Government service, or when all of the requests contained in a book have been exhausted, the book of unused requests or empty cover thereof, as the case may be, should be returned immediately to the issuing office. Books so returned may be reissued in blank to other travelers until the requests are exhausted.

b. Accountability. Regional Offices, Experiment Stations, and similar offices will requisition transportation requests direct from the Central Supply Section, U.S. Department of Agriculture, Washington 25, D.C. These requisitions should be submitted on Form AD-14, Request for Supplies, Equipment, or Services, in quadruplicate. No other forms or items should be included on such requisitions. The number of transportation requests ordered should be kept to the minimum consistent with actual needs.

The Central Supply Section will indicate on forms AD-14 the inclusive numbers of the transportation requests shipped. Upon receipt by the requisitioning unit, they will be promptly checked against the requisition. The Central Supply Section should be notified promptly as to any discrepancies between the numbers indicated on forms AD-14 and the transportation requests actually received.

Transportation requests received by a unit on requisition, or chargeable to its funds, will be recorded on Form 6500-80a, Transportation Request Record, and the record completed as the requests are issued and used. Similarly, when requests issued to one unit are transferred or charged to other units, appropriate entry showing their disposition will be made on the Transportation Request Record. *-A memorandum will be sent to the unit to be charged showing-*

the number of the transportation request issued or transferred and the name of the individual to whom the request was issued. The unit to be charged should be requested to acknowledge the memorandum. Appropriate entry will be made on 6500-80a by the unit to be charged.

When a book, or portion of a book, of transportation requests is issued or returned, a signed receipt therefor, showing inclusive numbers, should be obtained. These receipts will be filed alphabetically to support the transportation request accountability records.

When requests are mailed to a traveler, they should be sent by registered mail.

For purposes of internal control and audit, the Division of Budget and Finance in the Washington Office will furnish the respective Fiscal Agents with a copy of each AD-14 requisitioning transportation requests submitted by an ordering unit in his Region. Serial numbers of transportation requests supplied on these orders will be shown on the copy sent Fiscal Agents. These copies will be used by Regional auditors in audit of field units.

2. Bills of Lading. *-Standard Form 1103, U.S. Government Bill of Lading, will be requisitioned from Central Supply (FSH 6312.33) using a separate requisition with an extra copy.

Accountability will be maintained as follows:

a. Shipments will be checked and discrepancies reported to Central Supply.

b. The bills of lading will be recorded by the blocks of inclusive numbers shown on the shipping copy of the requisition, using Form 6500-80b, Register of Freight and Express Bills of Lading.

c. A numerical file will be maintained by use of an extra copy of the bill of lading.

d. A break in sequence of the numerical file will be explained by insertion of a brief signed statement of the reason such as, cancellation, destruction or issuance to a subunit.

e. A similar record will be maintained by a subunit.

Responsibility for issuance and use will be designated in writing. Provision of such responsibility in the job description is sufficient.-*

3. Form AD-54, Employee Identification Card. Title 1 AR 951 authorizes the use of AD-54, revised, in lieu of (1) SF-1033, Transportation Identification Card, (2) SF-1094c, Tax Exemption Identification Card, and (3) other identification cards issued within a bureau.

Present identification cards other than AD-54 may, if desired, be allowed to remain in force until canceled or otherwise voided.

Upon receipt of forms AD-54 the requisitioning unit will number them in sequence, beginning with the next number after the last one shown on Form 6500-80d, Identification Card Register. They will be entered on the identification card register by individual numbers. The record will be completed as the cards are issued, canceled, etc.

(Continued on next printed page)

The supply of unissued cards will be kept under lock.

a. Issuance Policy. Although the Administrative Regulations provide that forms AD-54 shall be issued to employees who request them, the Forest Service policy is that these will be issued only to employees having actual need for them in connection with official business. The fiscal chief (or such other officer as is designated by the regional forester) will issue cards to regional office personnel and to the heads of other units, such as forest supervisor. The office in charge (or acting) will issued to personnel of forest or other field units. Similar procedure will be followed on experiment stations and subunits. Forms AD-54 will be valid until canceled.

b. General. When forms AD-54 are canceled, date of cancellation will be entered on the record. Canceled forms may be destroyed by the unit head or by a fiscal inspector. The officer destroying the form will initial the record showing action taken and date.

c. Furlough, Separation, and Transfer. When an employee is furloughed, form AD-54 will be recovered and held pending his return to duty; if the employee is separated or transferred to another region, form AD-54 will be recovered and canceled as stated under item b above. Unissued forms AD-54 must not be transferred between regions or between units within a region. Excess stock should be returned to the regional office and the records adjusted accordingly.

4.*-Tokens, Tickets, and Similar Items of Value.-* Each unit of the Forest Service will be responsible for maintaining such records, procedures, and internal controls, as are necessary for properly safeguarding and accounting for * * * car tokens, toll bridge tickets, and other similar instruments or things of the United States which may be used as money or in lieu of money.

* * * Streetcar and bus tokens, etc., purchased from Government funds are available only for official use. In no circumstances will they be used for purchase of supplies.

Items of this nature will not be charged to the equipment accounts, but accurate accounting records will be kept to insure that they are used only for official purposes and are properly accounted for. Memorandum record will be established for each category to show

(1) total value on hand at the beginning of record or carried forward from previously audited record, (2) purchases, (3) issued for official use, and (4) balance on hand. The sample * * * record that follows should be adapted to account for tokens, toll tickets, etc.

Date 1960	Received	Issued	*-Initials of issuing employee-*	Balance
3-1 Bal. on hand	$ 1.02			$ 1.02
3-2		.36	J.D.	
3-6 Vo. 2-654	10.00			
3-6		.29	J.D.	
3-6		.12	J.D.	
3-15		.74	H.J.	
3-21		.36	J.D.	
3-21		.47	J.D.	8.68
3-23 Inventoried-7				
Short .08				
Initials B.B.		.08		8.60

* * * * *

These records will be balanced at least monthly and overages and shortages * * * of less than $1 will be adjusted by an entry on the record as shown in the suggested sample above. The entry will be initialed by an administrative officer who does not keep the record. Repetitive shortages will be thoroughly investigated. Differences of $1 or more will be documented on Form AD-112, Report of Unserviceable, Lost, or Damaged Property, for action by the property management officer.

-5. Trading Stamps, Redeemable Coupons, Etc. (FSH 6316)-

*-6. Commissary. Commissary items will be controlled in the forest supervisor's office on Form 6500-95, Property and Stores Record (Blue).

Debits to the commissary record will be made as follows:

a. From purchase orders or invoices clearly identified as "Commissary Purchase (16 U. S. C. 557)--Deduction has been (or will be) made from salaries." Record the date, order number, voucher number, and cost.

b. From Form AD-107, Report of Transfer or Other Disposition or Construction of Property, for transfer from other forests or regions. Record date, form number, and amount.

Credits to the commissary record will be made as follows:

a. From the payroll register covering individuals being paid by the unit.

b. From form AD-107 covering personnel being payrolled by some other region or forest.

c. From form AD-107 for transfer of stores to other forests or regions.

d. From vendor's credit invoice for stores returned to vendor.

e. From approved Form AD-112, Report of Unserviceable, Lost or Damaged Property. This form will also be used for other unaccountable shortages. Record date, form number, and amount. -*

6411.26 - Liability for Lost, Stolen, Damaged, or Destroyed Property. Whenever personal property is lost, stolen, damaged, or destroyed, the employee or employees responsible for its custody, use, and protection will be held liable for such property, unless relieved of liability by action of the property management officer, or accident review board, authorized to act for the board of survey in such cases.

1. Reporting. Whenever personal property is lost, stolen, or destroyed, or is damaged through causes other than normal usage, the employee having custodial responsibility will complete sections A and F of Form AD-112, Report of Unserviceable, Lost, or Damaged Property. *-When property is lost or stolen, action taken to recover the property shall be reported in section F. The original and two copies of form AD-112 will be promptly submitted to the property management officer. The property management officer will promptly report all cases indicating theft to the Federal Bureau of Investigation.-*

Explanatory data on forms covering loss of or damage to motor vehicles or heavy equipment will include the following, unless provided in other reports used in equipment management: (1) speedometer mileage on automobiles and trucks, and hours of service for other equipment; (2) brief statement of condition of motor, cab, body, chassis, and transmission assemblies; (3) approximate salvage value of usable parts; (4) estimated junk value; (5) any additional information required locally.

When the facts indicate employee negligence, forms AD-112 will be referred to the board of survey for decision as to financial liability (FSH 6412.32). The chairman of the board, or in his absence, the acting chairman, will sign form AD-112 as reviewing officer. The case will at the same time be referred to the unit head for determination as to disciplinary action in order to coordinate and to eliminate duplication of effort in ascertaining facts, obtaining evidence, etc. (FSH 6411.22, item 4).

When the employee is relieved of the property without charge, the original and two copies of form AD-112 will be routed to the property accounting clerk who will complete the "Property officer" blocks, assign a property document number, and make the necessary entry on the property card. He will retain the original, return one copy to the employee, and send the other to the fiscal agent for posting to the control accounts.

2. Collection From Employees. When the employee is to be charged with the value of the property, Form 6500-89, Bill for Collection, should be prepared and processed (FSH 6530). Upon completion of the "Fiscal officer" block, form AD-112 should be routed to the property accounting clerk who will number the form, complete the "Property officer" block, and make the necessary entry on the property cards. The original form AD-112 should be retained in the unit's file and a copy forwarded promptly to the fiscal agent for posting to the control accounts. Upon receipt of the paid form 6500-89, from the fiscal agent, the remaining copy of form AD-112 will be forwarded to the employee.

Should the employee prefer to have the value of the property deducted from his salary, the deduction will be made as provided for in FSH 6540.

If the employee objects to paying the charge or will not consent to the deduction from a current payroll, the account may be held for deduction in final salary settlement (FSH 6540).

In no case should property charged to an employee be replaced by that purchased by the employee from personal funds.

3. Demands Upon Private Parties. When loss of or damage to Government property was due solely to the negligence or wrongful act of private parties, and does not constitute trespass (FSH 5330), a demand will be sent to the responsible party. The demand should be promptly sent by registered mail with request for return receipt.

The amount demanded shall not be in excess of that actually due. Show on the demand (1) an itemized bill of repairs where repairs have been made; (2) a reliable estimate of damages where repairs have not been made; or (3) the fair and reasonable value immediately prior to the accident, less salvage value, if any if the property has been destroyed or damaged beyond economical repair.

6411.3 - * * * Accountability and Control Procedures

6411.31 - Forms for Property Management Use

1. Prescribed Forms. Property management documents will consist of forms AD-107, AD-109, AD-112, AD-113, AD-113a, 6400-9, and 6500-95; copies of purchase orders or other expenditure documents; and journal vouchers on SF-107 or other forms to serve as journal vouchers. A brief description and use of these forms follow:

a. Form AD-107 (Rev. 7/55), Report of Transfer or Other Disposition or Construction of Property. This form will be used to record the transfer or other disposition, or the construction of property as follows (item 3):

(1) Transfer between accountable property officers within an agency.

(2) Transfer between agencies within the Department.

(3) Transfer to other Federal agencies and to donees.

(4) Transfer to the Department excess-property custodian.

(5) Disposition by sale or trade-in (FSH 6411.3).

(6) Construction of nonexpendable items from expendable or other nonexpendable property.

(7) Changes in nomenclature or classification.

A separate set of forms will be prepared for each type of transaction, such as transfer or sale, as shown in the "Type of transaction" block. Other document reference numbers relating to the disposition of property, such as sales invitations or contract numbers, should be cited in the "Authorization reference" block.

b. Form AD-109 (Rev. 4/57), Report of or Request for Excess Serviceable Property. This will be used to report serviceable property which is in excess of the needs of the using office or field station, and to report excess serviceable property to the area agriculture committee. It also will be used to request excess serviceable property from units reporting excess and from area agriculture committees. Provision is also made on this form for authorizing disposition of property involved (FSH 6412.34). The letter and number condition code symbols should be shown in the "Condition" column (FSH 6412.35).

c. Form AD-112 (Rev. 7/60), Report of Unserviceable, Lost, or Damaged Property. This form will be used for reporting, authorizing, and documenting necessary action on unserviceable, lost, damaged, or destroyed personal property (FSH 6411.26). However, in those cases where

unserviceable property is authorized for disposal by transfer, donation, or sale, as a piece of property, a form AD-107 will be processed for receipt purposes. In cases where property is authorized for disposal by placing on a scrap heap thus losing its property identity and becoming part of a lot, a form AD-107 must be obtained as a receipt for the entire lot but need not list the individual property items making up the lot.

d. Form AD-113, Physical Inventory Report for Period Ending _____, and Form AD-113a, Physical Inventory Report (Continuation Sheet). These forms may be used for listing physical inventories and certification of *-the custodial officer.-* Units may also use special inventory forms developed for use in connection with machine accountability or other systems. Special inventory or other type forms will contain the certification appearing on form AD-113.

e. Form 6500-95, Non-Expendable Property Record. This form is used to record property transactions (exhibit 1 at the end of this code, and FSH 6411.33).

f. Form 6400-9, Transfer of Property. This form will be used for transfer of property between officers within a unit, such as a transfer from one District Ranger to another, both on the same Forest, or a transfer from stock to a Forest staff officer or other employee.

g. Copies of Purchase Orders, GSA Requisitions, or Other Expenditure Documents. Copies of purchase orders or other expenditure documents bearing signature evidencing receipt of property will be used to record acquisition of property by purchase.

h. Journal Vouchers. Journal vouchers on SF-1017G or other form to serve as a journal voucher, in both cases bearing approval of a responsible official, will be used to record property transactions not covered by other prescribed documents. Their use is confined largely to posting media for entries to general ledger and subsidiary ledger control accounts (exhibit 2 at the end of this code).

However, other adjustments in the unit's property values may necessitate preparation of a journal voucher by the unit. This would include journal vouchers prepared for recording unvouchered (accruals) nonexpendable property (received but not paid for) for the quarters ending December 31 and March 31 (FSH 6555).

Journal vouchers must in all cases contain a concise but clear explanation of the transaction. They should show breakdown by radio and other equipment for the unit accounting records. A statement, such as "To adjust property values," does not adequately explain the transaction. Additional information should be provided, such as reason for the adjustment, the particular item or article concerned, and a reference to related documents if directly involved.

2. Numbering and Filing Property Accounting Documents. Property forms AD-107 and AD-112 will be numbered in a separate series for each unit beginning with 1 each fiscal year, this number to be prefixed by the unit's numerical symbol and suffixed by the fiscal year designation. For example, voucher 1 in fiscal year 1962, unit designated 2, would be stated as follows: 2-1-62. Form AD-109 will be numbered in its own series since it is not a posting document, without prefix or suffix, and beginning with 1 each fiscal year. The transferor (unit from which transferred) unit's number will be used in all cases to identify transactions for transfers between Forest Service units. The transferee (unit to which transferred) unit may also assign a number for filing purposes. In this event, in posting to the accounts the transferee unit number will be shown in parentheses following the transferor unit number. This procedure applies to intra-Regional as well as inter-Regional transfers.

Forms 6400-9, Transfer of Property, will be numbered in a separate series established by the property accounting clerk.

Unit journal vouchers will be numbered in the regular series for the unit. Journal vouchers affecting the Regional general ledger accounts will be numbered in the general-ledger series of numbers.

Each Forest headquarters office or comparable unit will file forms AD-107 and AD-112 in numerical order in a separate folder under the appropriate file designation. Forms AD-109 will be filed in a separate file.

3. Preparation of Form AD-107 Covering Transfers. Form AD-107, Report of Transfer or Other Disposition or Construction of Property, should be completed by supplying appropriate responses in the spaces provided. Under "Item description" should be shown the proper classification, description, size, model, make, and serial number. The "Inventory value" should

be the cost as shown on Form 6500-95, Non-Expendable Property Record. The form should be given a number as prescribed in item 2 above.

a. Intraregional Transfers

(1) Action by Transferor Unit. The transferor unit as a minimum will prepare form AD-107 in quadruplicate with two additional yellow memorandum copies. The property voucher number will be shown on all copies. One yellow copy will be forwarded to * * * fiscal control, as advance information of a transfer in process. The signed original and three copies of form AD-107 will be forwarded to the transferee. The other yellow copy will be placed in a file marked "In transit" without posting to form 6500-95. When the original form AD-107, signed by the transferee, is received from * * * fiscal control, it will be matched to the yellow copy on file and then posted to form 6500-95.

(2) Action by Transferee Unit. Upon receipt of the property involved, the transferee will date and sign all four copies of form AD-107. If any questions arise as to the accounting classification assigned an item, the transferee will initially accept that assigned by the transferor and will subsequently make the necessary adjustments to correct the discrepancy. This may require correspondence with the transferor, with a copy to * * * fiscal control. The original and two copies of form AD-107 will be forwarded to * * * fiscal control. One copy will be retained to be used as a document for immediate posting to form 6500-95.

(3) Action by * * * Fiscal Control. When the advance yellow copy of form AD-107 is received, it will be placed in a file marked "In transit." Upon receipt of the original and two copies, the original will be dated, marked "Entered," and forwarded to the transferor. The two copies will be retained for use as media for simultaneous posting to the subsidiary records of the units concerned. The advance yellow copy on file will be dated, marked "Entered," and forwarded to the transferee.

*-b. Interregional Transfers

(1) Action by Transferor Unit. The transferor unit as a minimum will prepare form AD-107 in quintuplicate with 2 additional yellow memorandum copies.-*

*-The property voucher number will be shown on all copies. One yellow memorandum copy will be retained by transferor. One yellow memorandum copy will be forwarded to the fiscal control office serving the transferor as advance information of a transfer in process. The signed original and 4 copies of the form will be forwarded to the transferee. The retained yellow copy will be placed in a file marked "In transit" without posting to form 6500-95. When the original form AD-107, signed by the transferee and evidencing receipt of the property transferred, is received from the fiscal control office serving the transferor, it will be matched to the yellow copy on file and then posted to form 6500-95.

(2) Action by Transferee Unit. Upon receipt of the forms AD-107 from the transferor 1 copy will be forwarded immediately to the fiscal control office serving the transferee, as an advice of the pending transfer. Upon receipt of the property, the transferee will enter the transaction to form 6500-95. He will date and sign the original of the form AD-107 and will forward it together with two copies of the form to the fiscal office control serving the transferee. One copy will be retained in support of the posting to form 6500-95.

(3) Action by Fiscal Control Serving Transferee. When the advance copy of the form AD-107 evidencing a pending transfer is received from the transferee, it will be placed in a pending file marked "In transit." Upon receipt of the original and 2 copies of the form evidencing receipt of the property, the related copy will be removed from the "In transit" file and will be posted to the accounts and retained.

The original will be marked "Entered" and will be forwarded with 1 copy to the fiscal control office serving the transferor. The remaining copy will be marked "Entered" and will be returned to the transferee.

(4) Action by Fiscal Control Serving the Transferor. When the advance yellow memorandum copy of the form AD-107, evidencing a transfer in process, is received from the transferor unit, it will be placed in a pending file marked "In transit." Upon receipt of the original and 1 copy of the form AD-107, evidencing receipt of the property by the transferee, the fiscal control office serving the transferor will match the copy with the-*

-yellow memorandum copy in his file and will post the transaction to the accounts and will retain these copies. The original will be marked "Entered" and will be forwarded to the transferor.-

c. Transfers to Other Agencies. The transferring unit will prepare form AD-107 in quadruplicate and a tickler on yellow paper. The original and 3 copies should be signed and sent to the other agency office with instructions to sign and return the original and 1 copy. Upon return of the signed original and copy, the copy should be sent to * * * fiscal control, and the tickler destroyed. See FSH 6412.21, item 1a, for temporary loan procedure.

4. Transfers From Other Agencies. Property transfer forms furnished by the transferring agency should be used. The property should be checked for classification, description, etc.; accountable property indicated in the usual manner; signed; and given a property voucher number. Receipted copies will then be forwarded to the transferring agency in accordance with its instructions. One copy should be retained and one copy sent to * * * fiscal control for entry in the control accounts. If copies are not furnished in sufficient number, the receiving unit should prepare additional copies as needed.

Whenever all the items on the forms (both nonexpendable and expendable property) are priced, care should be taken to indicate the accountable items, in the usual manner. Only the accountable item value is to be taken up on the records. On the form retained in the unit's file and on the copy sent to * * * fiscal control, the accountable property value should be summarized so that there will be no misunderstanding as to what value should be taken up in the control accounts.

5. Intraunit Transfers. Transfers of property between accountable officers within a unit, such as a forest or Regional Office, will be documented on form 6400-9 or AD-107, Transfer of Property. These transfers usually fall into two main classes which are described below. Copies of forms 6400-9 or AD-107 will not be sent to * * * fiscal control.

a. Permanent. Property issued to a forest officer within the unit will be listed on form 6400-9 or AD-107, prepared in triplicate. After being assigned a number, two copies will be sent to the receiving officer. The third copy will be held by the property accounting clerk as a tickler. Upon receipt of the property, the receiving officer will

sign and return the original form. He will initial and keep the other copy. When the original form is received, the property accounting clerk will enter the transfer on form 6500-95 and destroy the tickler.

Transfers from a forest officer within the unit will be handled in the same manner except that the property accounting clerk will assign a number at the time he signs and returns the forest officer's copy.

Property transferred between officers within a unit will be listed on form 6400-9 or AD-107 (in quadruplicate). Two copies will be sent to the receiving officer and the third to the property accounting clerk. The fourth will be held as a tickler. Upon receipt of the property, the receiving officer will sign both copies and send them to the property accounting clerk. The property accounting clerk will match these two copies with the one received from the originating officer, assign a number to all three copies, and send each officer concerned a copy. The transaction will then be entered on form 6500-95.

b. Temporary. Property transferred between officers for strictly temporary use requires only that a receipt be obtained on form 6400-9 or AD-107 marked "Temporary transfer," each officer retaining a copy. The transaction need not be reported to the property accounting clerk unless the receiving officer fails to return the property within the time agreed upon. If this happens, a permanent transfer will be made in the manner described above. No entries will be made on the property record for these temporary transfers.

6. Corrections in Classification or Nomenclature. Correction of erroneous classification or nomenclature will be documented on form AD-107. In the "Authorization reference" block the entry will be "Change in classification." "Change in nomenclature from _____ to _____" should appear as a heading in the "Description" block. The form should be dated and signed by the property management officer and assigned a number. The above procedure will require both debit and credit entries on forms 6500-95. A copy of form AD-107 should be sent to * * * fiscal control, if the unit's control accounts are affected.

7. Animals. When horses or other animals are purchased a Form 6500-98, Report of Description of Horses, Mules, and Burros, for each animal will be prepared and filed in a permanent file.

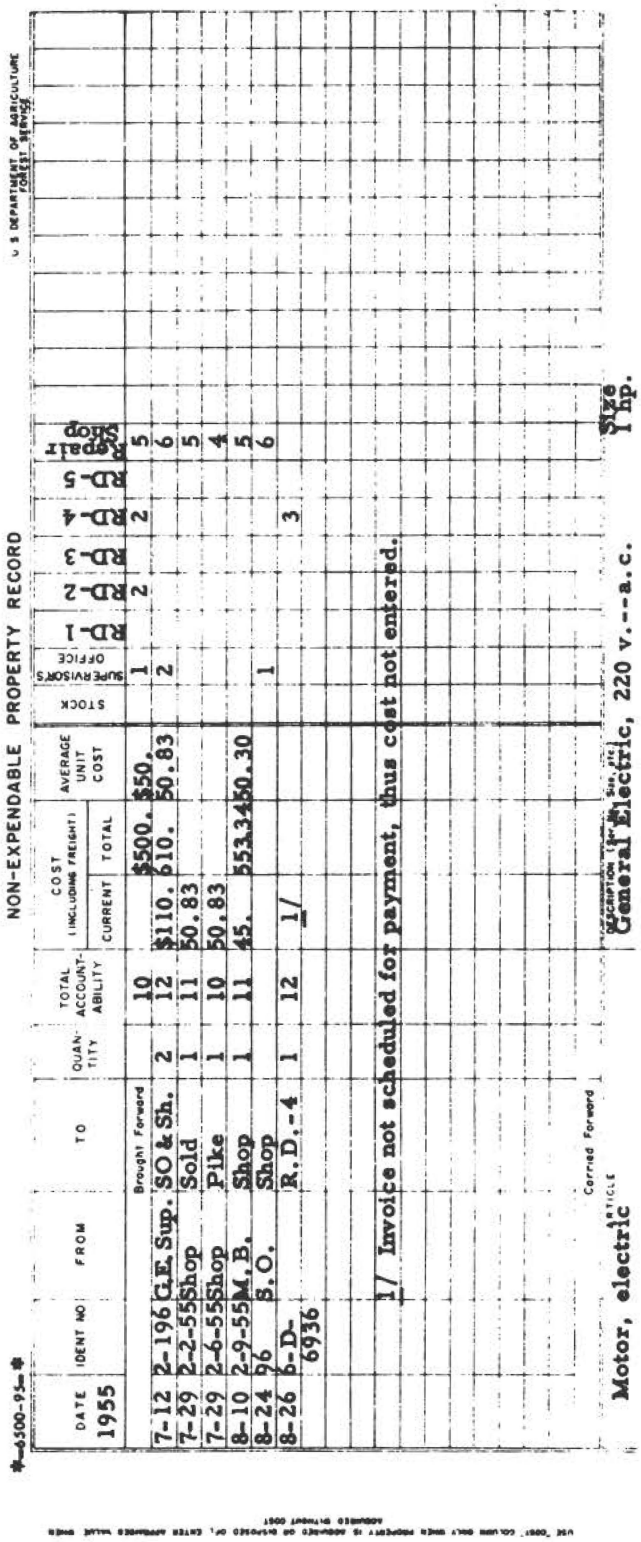
One form 6500-95 will be maintained for each class of animals and the file of form 6500-98 will provide the detailed description of each animal. When an animal is disposed of by sale, transfer, or condemnation, the applicable form 6500-98 will be withdrawn from the file and used to support the transaction.

Animals raised from Government breeding stock will be taken up on form AD-107 and supporting form 6500-98 prepared in the same manner as for purchases.

Government animals will be branded in accordance with the instructions in FSH 6414.36.

TITLE 6400 - PROPERTY MANAGEMENT

Exhibit 1



U S DEPARTMENT OF AGRICULTURE
FOREST SERVICE

NON-EXPENDABLE PROPERTY RECORD

*-6500-92-#

DATE	IDENT NO	FROM	TO	QUANTITY	TOTAL ACCOUNTABILITY	COST INCLUDING FREIGHT: CURRENT	COST INCLUDING FREIGHT: TOTAL	AVERAGE UNIT COST	STOCK: SUPERVISOR'S OFFICE	RD-1	RD-2	RD-3	RD-4	RD-5	Shop Repair
1955			Brought Forward		10		$500.	$50.	1		2		2		5
7-12	2-196	G.E. Sup.	SO & Sh.	2	12	$110.	610.	50.83	2						6
7-29	2-2-55	Shop	Sold	1	11	50.83									5
7-29	2-6-55	Shop	Pike	1	10	50.83									4
8-10	2-9-55	M.B.	Shop	1	11	45.	553.34	50.30							5
8-24	96	S.O.	Shop						1						6
8-26	6-D-6936		R.D.-4	1	12	1/							3		
			Carried Forward												

1/ Invoice not scheduled for payment, thus cost not entered.

Motor, electric — DESCRIPTION OF ARTICLE — General Electric, 220 v.--a.c. — SIZE 1 hp.

*-Amended June 1960
Amendment No. 76

TITLE 6400 - PROPERTY MANAGEMENT

*-Exhibit 2

Standard Form No. 1017 G—Revised (General Regulations No. 100) Form prescribed by Comp. Gen., U. S. October 4, 1943

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
JOURNAL VOUCHER

J. V. No. 2-14

Fiscal Year 1962

Unit _____ Date August 26, 1961

REFERENCE	EXPLANATION	DEBIT	CREDIT
	301 Invested and Donated Capital	1.50	
	132 Equipment		1.50
	To adjust Equipment Account for difference between (a) estimated cost of equipment included in unvouchered obligations as of June 30 and (b) actual cost as follows:		

Sch. No.	Item	Est. Cost	Actual	Difference
2-47	Power Mower	85.	80.	-5.
2-66	Camera, Kodak	100.	103.50	3.50
		Total (Net Credit)		-1.50

TOTAL,		

Prepared by _____ (Signature)
Property Custodian (Title)

Approved by _____ (Signature)
Acting Forest Supervisor (Title) -*

6411.32 - Classifying Nonexpendable Property. *-Generally, nonexpendable property is an article of personal property which (1) is complete in itself, (2) does not lose its identity or become a component part of another article when put into use, and (3) is of a durable nature with an expected service life of more than 1 year. However, for purpose of official record accountability, control, and capitalization as prescribed in FSH 6555, an item of personal property shall be considered nonexpendable property only if it has all of the three foregoing inherent qualities and, in addition, (1) costs $50 or more, or (2) is equivalent to an item which would cost $50 or more if currently purchased new as a single item. (Example: A 60-inch by 34-inch steel desk purchased in 1938 for $40 would currently cost $78.65; property card entry would be $40.) This procedure will be followed in transfers and to initially establish property records. It does not mean that a continuous survey of the expendable property items should be made to determine whether they would currently qualify as nonexpendable property due to rising market prices.

Property transfers and donations are included in FSH 6411.33. In property transfers an item which originally cost the Government $50 or more might have to be recorded under $50 because of its depreciated condition when acquired. Likewise, a transferred item originally costing less than $50, but which must be recorded because an equivalent new item would currently cost $50 or more, will be recorded at either its original cost or its proper depreciated value. In donations, the property will be recorded if the cost of $50 or more is arrived at by use of the above-mentioned criteria. All nonexpendable property will be properly identified as to ownership (FSH 6414.31).-*

6411.33 - Capitalizing and Accounting for Nonexpendable Property

1. Capitalization *-(FSH 6555)-*

* * * * *

2. Accountability Procedures

a. Item Control. All nonexpendable and other personal accountable property (except regional rental equipment) obtained from any source by the unit will be recorded on form 6500-95 at the location where management control is exercised (exhibit 1, FSH 6411.31). Other types of special property cards may be used only if prior approval is obtained from the Washington office.

The minimum current record of nonexpendable and other accountable property charged to a Ranger District or comparable unit required to be maintained in that office will consist of the last record of physical inventory and a complete file of subsequent property documents. If administratively desired, complete accountability record on card form 6500-96 may be maintained in such offices. Copies of property accountability documents will be furnished the field office. Receipts must be obtained for all items assigned to individuals.

b. Maintenance of Form 6500-95. Accountable items of property should be entered on property card Form 6500-95, Property and Stores Record, promptly upon receipt as evidenced by receipted copy of purchase order or other expenditure document, Form AD-107, Report of Transfer or Other Disposition or Construction of Property, or other property accountability form. In the spaces provided at the bottom of the form will be shown the name, description (including serial number), and size of the article(s). Appropriate entries under column headings should be made as follows:

(1) Date. Show the actual date of receipt of the article as shown on the (receiving report) document.

(2) Ident. No. Show unit *-purchase order and voucher-* numbers, or property accounting document number (AD-107, AD-109, AD-112, etc.), or other appropriate reference.

(3) From. Show source from which obtained, as name (abbreviated if necessary) of vendor, C. S. unit, etc.

(4) To. Show, as appropriate, unit, Region, etc., to which transferred, etc.

(5) Quantity. Show number of articles received or issued, transferred, etc.

(6) Total Accountability. Total quantitative accountability. This total should also agree with the aggregate of the items shown in the warehouse, Supervisor's office, Ranger District, etc., columns. No entry is necessary in this column when transaction does not change unit accountability.

(7) Cost, Current. Show cost or appraised value for the entry only when unit accountability total changes.

(8) Cost, Total. Net total of "Cost, current" column. Entry is made in this column only when accountability total changes or values are adjusted.

(9) Average Unit Cost. Show moving average cost. This is determined by dividing the number of articles shown in the "Forest account" column into the total cost shown in "Cost, total" column. Entry is made in this column only when accountability total changes or values are adjusted.

(10) Stock. Number of items carried in stock if separate from other accountability.

(11) Supervisor's Office. Show items assigned to Forest Supervisor's headquarters office other than items assigned to individuals. In the blank columns, insert as needed the name or number of Ranger District or other subunit division, camp, individual, etc., and total number of items charged in each case.

All entries on the form will be in ink. Posting media to forms 6500-95 are forms AD-107, AD-109, AD-112, 6400-9, copies of receipted purchase orders, and other expenditure documents, journal vouchers, etc.

For placing repetitive information on forms 6500-95, stamps should be obtained which will facilitate preparation and add to the uniformity and neatness of the card. Only one side of the card should be used.

Ordinarily one card will be set up covering property items of the same general description, size, and use such as office desks, typewriter desks, chairs, bookcases, etc. Separate cards may be provided for different types if necessary.

c. Recording Costs on Property Records. Costs of nonexpendable property shall be recorded in the property records in accordance with the following:

*-(1) Purchases. Nonexpendable property acquired by purchase will be recorded at acquisition cost.

(2) Transfer With Reimbursement. Nonexpendable property acquired by transfer with reimbursement will be recorded in the property records at the amount-*

paid by the agency for the property. If, however, such amount is substantially less than the estimated depreciated value, the estimated depreciated value at the date of transfer will be recorded.

(3) Transfer at No Cost. Nonexpendable property acquired by donation or by transfer at no cost will be recorded at the estimated depreciated value at date of transfer based on original cost (estimated if not known) for such or similar item.

(4) Acquisition Involving Exchange. When nonexpendable property is applied as part payment of the purchase price of new property, the gross acquisition cost of the new property will be recorded.

(5) * * * Discounts. *-All-* discounts will be deducted from the cost price in arriving at the net cost to be recorded.

*-(6) Transportation Expenses. Nonexpendable property purchased f.o.b. destination will be recorded at the destination cost. Where the cost is f.o.b. point of origin with the Government to pay the transportation charges, only the cost at point of origin will be recorded, except that transportation costs to first agency destination will be included in the recorded cost of motor vehicles, construction, and other heavy equipment. Transportation charges on property acquired by transfer or donation will not be included in its recorded values.

(7)-* Installation Expenses. Installation or other costs incident to placing property in position and conditioning for operation will be recorded on the property records.

-(8)- Trade-In Value. When nonexpendable equipment is exchanged, the trade-in value of the old equipment is deducted from the purchase price in making payment to the vendor. The net amount paid the vendor shall be (1) charged to the expenditure accounts in the usual manner, (2) entered as debit in the appropriate general ledger control (Account 132, Equipment,

*-except in the case of WCF acquisitions) under the procedures prescribed in 513.4, item N1 of FSH2 6504.31, Regional Office Finance and Accounting Handbook, and (3) picked up on the appropriate Form 6500-95, Non-Expendable Property Record, as provided in FSH 6411.34.

At the time the payment is vouchered, form AD-107 shall be prepared to provide a brief description of the new equipment, the purchase price, trade-in allowance, recorded value of the item being traded in, and the voucher number. An example of such entries on a form AD-107 follows.

Equipment Purchased

(Describe "equipment," using proper nomenclature with additional data considered pertinent.)

Purchase price	$575.00
Less trade-in allowance for (identifying equipment traded in)	-150.00
Net amount paid to vendor	$425.00

Equipment Traded In

Record value of the equipment listed above as traded in (to be deducted on form 6500-95 on which such equipment was recorded)	$262.50
Less trade-in allowance described above (to be debited on form 6500-95 on which the new equipment is picked up)	-150.00
Amount of adjustment of equipment control account (to be credited to general ledger control account)	$112.50

For further information, see FSH 6555.1.-*

*-Amended August 1962
Amendment No. 93

*-(10) Additions and Improvements. The cost of additions or improvements which materially increase the value of an article and substantially increase its useful life will be added to its recorded value. Costs of ordinary repair will not be added to the recorded value of the article.

(11) Accessories. Accessories used in connection with property, which when considered alone are properly nonexpendable, such as detachable camera lenses and shutters, microscope oculars and objectives, or form bars for accounting machines, should be fully described on the property records including serial number, if practicable, power of magnification, speed, aperture, or other pertinent identification. Such items should be described on the same record with the primary item when they are normally used with such primary item. When nonexpendable accessories are normally used interchangeably with several primary items, they should be recorded as separate nonexpendable items. The value of accessories necessary to equip vehicles or machines to the Regional standard will be taken up as part of the cost of the vehicle or machine.

(12) Reconditioning and Repair Costs. When property of large value, such as motorized vehicles and construction equipment, is acquired by purchase, all costs incurred for reconditioning prior to placing in service will be added to the recorded value of such property and capitalized. When such property is acquired at no cost, only the significant costs of initial reconditioning will be added to the recorded cost of such property, provided that such costs and the capitalized value, when combined, do not exceed the original cost or estimated original cost of the property to the Government.

After property is placed in service, costs of restoring property to its full service capacity after damage, accident, or prolonged use, such as repairs, overhaul, and ordinary part replacements, will be charged as operating expenses.-*

(13) Composite Cards. The average cost per unit will be used in all transfers or dispositions.

d. Purchases From Working and Cooperative Funds. Equipment purchases from working funds advanced from other Federal agencies (does not refer to Working Capital Fund) will be recorded on separate forms 6500-95 using colored forms. The same procedure will be followed for property purchased from cooperative funds (appropriations Cooperative Work--Forest Service, and Miscellaneous Contributed Funds--Forest Service) which does not become Forest Service equipment under the terms of the cooperative agreements. These records will show the ownership of the property and the appropriation from which purchased.

(Continued on next printed page)

e. Radio Equipment. Radios, while nonexpendable equipment, are capitalized by charging to subfunctional Account 57, Nonexpendable Radio Communications Equipment.

Radios should be recorded on property cards forms 6500-95 in the usual manner except that the cards should be marked "Communication system radios." Forms so marked should be used in balancing with the general-ledger account for nonexpendable equipment.

f. Commodity Credit Corporation Property *-(FSH 6412.35a)-*

g. Property Incorporated Into Another Article. When a nonexpendable article is incorporated into another basic article and becomes a part of such basic article, it will be deleted from the property records. Form AD-107, with full explanation, will be used and the basic article will be adjusted to reflect the combined description and value of the basic and incorporated articles. Form AD-107 will be given a number and records on form 6500-95 will be adjusted accordingly.

h. Regional Rental Equipment. Working Capital Fund instructions are found in FSM 6552.

i. Recording Unvouchered Equipment Purchases at End of Quarter. Nonexpendable personal property will be recorded on forms 6500-95 currently as received (FSH 6411.33, item 2b; FSH 6411.34, item 1a). *-See FSH 6555.14, item 7, for recording to proper accounts.-*

j. Balancing With Control Accounts. Quarterly, except September 30, the official property cards (forms 6500-95) covering nonexpendable property are to be totaled and checked with the subsidiary (unit accounts) and general ledger account balances. See FSH 6555 for detailed procedures in balancing accounts. If the property records and general ledger are not in agreement, the property management officer will make every reasonable effort to locate errors, by such methods as:

(1) Reviewing the factors that would affect the property record totals, such as missing property record cards and duplicate postings.

(2) Rechecking computations on the cards and in totaling the cards to the extent feasible.

k. Adjustment of General Ledger Accounts. When the property-management officer determines that discrepancies between the detailed property records and the general-ledger accounts cannot be balanced or reconciled, he shall submit an appropriate report to the fiscal agent who will either approve necessary adjustments or direct that further efforts be made to effect agreement between the property records and the general-ledger accounts.

The individual items on the physical inventory, taken at least annually, should be checked with the property cards, forms 6500-95, as provided under FSH 6411.35.

For balancing with control accounts under the Working Capital Funds, see FSM 6550.

3. General-Ledger and Subsidiary Accounts. A control Account 132, Equipment, wil be maintained (without regard to appropriations) in the regional general ledger in the fiscal agent's office.

(Continued on next printed page)

e. Radio Equipment. Radios, while nonexpendable equipment, are capitalized by charging to subfunctional Account 57, Nonexpendable Radio Communications Equipment.

Radios should be recorded on property cards forms *-6500-95-* in the usual manner except that the cards should be marked "Communication system radios." Forms so marked should be used in balancing with the general ledger account for nonexpendable equipment.

f. Commodity Credit Corporation Property. Commodity Credit Corporation property may be transferred between agencies of the Department without reimbursement. However, when such property is transferred to agencies outside the Department or sold, the proceeds must be credited to CCC's account as provided in item 19, FSH 6413.1. To maintain the identify of CCC property, it should be recorded on separate forms *-6500-95-* of the same color used for Working and Cooperative Funds and indicating "Com. CC" in the appropriation column of the form.

g. Property Incorporated Into Another Article. When a nonexpendable article is incorporated into another basic article and becomes a part of such basic article, it will be deleted from the property records. Form AD-107, with full explanation, will be used and the basic article will be adjusted to reflect the combined description and value of the basic and incorporated articles. Form AD-107 will be given a number and records on form *-6500-95-* will be adjusted accordingly.

h. Regional Rental Equipment. Working Capital Fund instructions are found in FSM 6552.

i. Recording Unvouchered Equipment Purchases at End of Quarter. Nonexpendable personal property will be recorded on forms *-6500-95-* currently as received (FSH 6411.33, item 2b; FSH 6411.34, item 1a). For quarters ending December 31, and March 31, each unit will prepare a journal voucher covering nonexpendable equipment (subfunctions 57 and 58) received but not paid for. Similar items as of June 30 will be recorded in the general ledger acoounts from the obligation report under accounts payable and accrued liabilities. The journal vouchers will include unpaid items reported on the journal voucher for the preceding quarter, but exclude any June 30 items still unpaid. The journal voucher, properly approved, will show the following entry:

Dr. 132	Equipment	$
	Nonexpendable radio equipment	$
	Other nonexpendable equipment	$
Cr. 201	Accounts Payable, Government Agencies	$
Cr. 201	Accounts Payable, Other	$

The entry will be reversed in the following month.

j. Balancing With Control Accounts. Quarterly, except September 30, the official property cards (forms *-6500-95-*) covering nonexpendable property are to be totaled and checked with the subsidiary (unit accounts) and general ledger account balances. See FSH 6555 for detailed procedures in balancing accounts. If the property records and general ledger are not in agreement, the property management officer will make every reasonable effort to locate errors, by such methods as:

(1) Review the factors that would affect the property record totals, such as missing property record cards and duplicate postings.

(2) Recheck computations on the cards and in totaling the cards to the extent feasible.

k. Adjustment of General Ledger Accounts. When the property management officer determines that discrepancies between the detailed property records and the general ledger accounts cannot be balanced or reconciled, he shall submit an appropriate report to the fiscal agent who will either approve necessary adjustments or direct that further efforts be made to effect agreement between the property records and the general ledger accounts.

The individual items on the physical inventory, taken at least annually, should be checked with the property cards, forms *-6500-95,-* as provided under FSH 6411.35.

For balancing with control accounts under the Working Capital Funds, see FSM 6550.

3. General Ledger and Subsidiary Accounts. A control Account 132, Equipment, will be maintained (without regard to appropriations) in the regional general ledger in the fiscal agent's office.

For description of this account, see FSH 6551. For equipment and other assets capitalized under the Working Capital Funds, see FSH 6552.

The unit accounting record maintained in the regional fiscal office will include subsidiary records which will show personal property by locations, that is, forests, Experiment Stations, etc. Procedures for these are covered by FSH 6551.

6411.34 - Recording Additions of Nonexpendable Property

1. Receipt of Property. Each employee who receives accountable personal property from any source is required to receipt for it on the appropriate form. No receipt should be signed until its correctness has been verified or until articles have been actually received by or placed at the disposal of the receiving officer. The fact that these precautions are not taken will not relieve the employee from responsibility should a discrepancy be discovered later.

When transfer forms for accountable property are received in the absence of the officer to be accountable for the property, they will be signed, after verification of the officer in charge, in the following manner:

John Jones,

By William Smith, Forest Supervisor.

Signing for property should be limited to the officer to be accountable or to the administrative officer in charge.

a. Purchase by Units. Upon receipt of receipted purchase order in the unit office, it will be routed to the unit property accounting clerk, who will check and classify property items in accordance with the approved property classification, indicating by red pencil notation "N" for accountable items.

The property accounting clerk will promptly make appropriate entries on form 6500-95, using the unit purchase order number, prefixed by the letters "PO," or Central Supply Invoice number, etc., for identification. The cost should not be entered at this time. After entries have been made, the property accounting clerk will write or stamp "Accountable property entered (date)" on the purchase order or C.S. invoice, initial, and send it to the obligation file.

When *-vouchers or invoices-* are forwarded for payment, the unit copies of invoices will be reviewed by the unit property accounting clerk and compared with purchase orders from which entries were originally made to ensure

that all accountable property has been correctly entered on the property records. After making corrections (if necessary), the property accounting clerk will enter the cost and the unit *-voucher-* number on the property card immediately above the applicable purchase order or Central Supply invoice number, write or stamp on the file copy of the *-voucher-* "Accountable property entered (date) " and initial the notation.

For recording transportation costs, see FSH 6411.33.

b. Direct Shipments to Field Stations. Much of the equipment obtained through direct purchase, Central Supply, etc., is shipped direct to field stations and such property may be charged direct to the Ranger District, or other field stations or individual on the basis of their acknowledgment of receipt of the purchase order, C.S. invoice, etc., forms AF-107 or 6400-9 from the receiving officer.

c. Purchases in Travel Vouchers. When emergency cash purchases of accountable property items are included in SF-1012, Travel Voucher, they will be taken up in the same manner as other purchases.

The required entries for the accountable property involved will be made on form 6500-95 using the *-voucher-* number as a reference.

d. Purchases From Imprest Fund. When accountable property is purchased from Imprest Fund money the item should be recorded on form 6500-95 using the disbursement *-voucher-* number as a reference.

e. Property Obtained From Central Supply. Central Supply (formerly Central Purchase) invoices will be given a serial number by Central Supply which should be used as the initial posting reference on form 6500-95. When the invoice is scheduled for payment, the *-voucher-* number reference will be entered below the C.S. invoice number on form 6500-95.

f. Property Manufactured. Accountable property manufactured will be reported on form AD-107 when the job is completed, giving proposed classification, description, size, and cost. Form AD-107 will be given a number and recorded on form 6500-95. A copy of form AD-107 should be forwarded promptly to the fiscal agent for posting to the control accounts.

g. Property Found. Property found or recovered after having been reported lost and for which relief was granted (except lost articles which have been paid for by employees), or overages, will be promptly reported on form AD-107 showing the date, value, and in the "Type of transaction" block the word "Found." The form will be assigned a property voucher number for entry on the property record. An extra copy of the form AD-107 should be prepared and sent to the fiscal agent for posting to the control accounts.

Serviceable pieces of accountable equipment and tools found on sites of private operations such as abandoned rights-of-way, mines, etc., located upon Forest Service lands should be taken up on the property records where it is not possible to determine ownership. The value taken up will be reported by the submission of a copy of the form AD-107 to the fiscal agent.

h. Property Recovered After Payment for Loss. Lost property which has been paid for from personal funds becomes the property of the individual if afterward found. If the Forest Service desires to reclaim the property, the amount paid by the employee may be refunded to him. The property will be taken up on the property records from the payment document. The description on this document should be complete and explain the circumstances of the transaction.

i. Purchases From Federal Funds Allocated To States. Purchases of nonexpendable equipment from appropriated funds allocated to States under cooperative programs such as those authorized by the Clarke-McNary Act, sections 2 and 4, are not Forest Service property and will not be entered on property card form *-6500-95.-*

j. Purchases From Funds Advanced To Cooperators. Nonexpendable equipment is sometimes purchased by cooperators from appropriated funds advanced to them under authorized acts such as Forest Research funds in the Forest Protection and Utilization appropriation. Nonexpendable equipment purchased by the cooperator by direct charge solely to the advanced funds should be charged to the property accounts by journal voucher entry at time the amounts are transferred from the advance account (subfunction 61). The property should be recorded on separate form *-6500-95-* (white) which should show the name of the cooperator and appropriation. See FSH 6411.33, item 2d, for property purchased from Cooperative Work, Forest Service (CWFS), funds. A record of such property will usually be obtained from audits of the cooperator's accounts. Forward two copies of the journal voucher to the fiscal agent.

*-Amended June 1963
Amendment No. 76

An annual inventory should be requested from the cooperator.

k. Property Involved in Cooperative Agreements. Cooperative arrangements which involve contributions by either party in the form of real and personal property, space, facilities, supplies, or nonpersonal services, or the acquisition thereof, shall conform to the following principles:

(1) The use of such contributions should be specified in the agreement.

(2) The most advantageous method of acquiring property and nonpersonal services shall be employed, having regard for economy and practicability.

(3) The ownership of property or facilities shall be established in the agreement, avoiding joint ownership if possible.

(4) Appropriate provision shall be made for disposition of residual property or facilities upon termination of the agreement.

(5) Provision for ownership and disposition of property, products, or funds derived from the carrying out of cooperative agreements shall be appropriately specified.

Property records shall identify, or indicate separately, nonexpendable items loaned to the agency under the terms of the particular cooperative arrangement (FSH 1580).

*l. *-Animals. One 6500-95 will be maintained for each class of animals. A detailed description will be shown on the bill of sale, AD-107, or other document covering the acquisition. -*

2. Identification of Property. Nonexpendable property and expendable tools will be marked to show ownership by the Forest Service in accordance with the instructions in FSH 6414. All apparatus or equipment bearing factory or trade numbers shall be recorded by such numbers, as well as by description when the value

(Continued on next printed page)

of the property makes such a record desirable or when such numbers might be utilized in tracing lost or stolen property.

6411.35 - Nonexpendable-Property Inventories and Reconciliations

1. Physical Inventories

a. *-Biennial-* Inventories of Nonexpendable Property. Physical inventories of all nonexpendable personal property will be made *-every two years,-* except that physical inventories of small items of high value, such as, articles of a precious nature, should be made more frequently * * * as may be warranted by frequency of use or other circumstances. Such inventories will be subject to review by accounting, audit, and management staffs.

An independent verification of *-biennial-* physical inventories by spot or test checking will be accomplished at the time of a general functional inspection or included in a limited functional inspection (FSH 6450) unless a special inventory under item d has been made during the *-two years.-* If an inspection is not made within the frequency period as outlined under FSH 1444, the property management officer will be responsible for conducting a test check or complete inventory as conditions warrant. Spot or test checking will include sensitive or precious items susceptible to loss by theft.

The results of such spot or test checking will be included in the report covering the GFI or LFI in connection with which the check was made, or in a special report prepared for the purpose.

b. Preparation and Procedure. The property-management officer should make advance preparations so that the *-biennial-* inventory will be taken and carried through to completion in an expeditious and systematic manner. Such preparation and procedure shall include:

(1) Furnishing alphabetical lists of property items for such locations as Ranger Districts and other units, showing classification, size, etc., but not quantities, for use in making the inventories.

Where items of property have been issued to an individual for his own personal use, the list given to him for checking can indicate quantity.

(2) Instructing field officers just prior to the close of the field season to inventory the property at isolated stations when they are closing them. By doing this, they can incorporate these inventories into the consolidated inventory for the District, usually made at a later date.

(3) Establishing a unitwide date, in advance, for taking the inventory. By taking inventories concurrently at all locations, confusion, rechecking, and correspondence will be avoided. Also set a date when the inventory returns will be due in the unit office.

(4) Establishing a final date for the completion of the job of reconciling the inventories. This is important because experience has shown that unless this is done promptly the effectiveness of rechecks is decreased owing to movement of property. The record then becomes useless for adjusting accountability or charging accountable officers.

c. Special Inventories. Upon death, resignation, retirement, transfer, reassignment, or extended absence of an employee charged with property on the accountability record, the employee designated to assume responsibility for such property will take and certify an inventory thereof insofar as it is practical and feasible to do so. The former accountable employee or his estate may be held financially liable for all property that cannot be properly accounted for.

d. Certification. Certification shall be made on form AD-113 or similar form (FSH 6411.31) by the designated custodial officer (FSM 6411.23).

2. Reconciliation of Property Cards. *-The official property records shall be reconciled with physical inventories immediately following each periodic and special inventory of nonexpendable property. Shortages of items revealed by physical inventories, which cannot be accounted for by rechecking inventories, postings to property records, etc. shall be referred to the property management officer for appropriate determination in accordance with FSH 6411.26.

The following procedure is prescribed for inventory reconciliation:

*-a.-*Check forms 6500-95 to ensure that the total accountability agrees with the total of the latest entries in the distribution columns.

*-b.-*Check the inventory return against forms 6500-95 by placing a checkmark after the quantity shown on the return when the quantities agree. If they do not agree, notation to that effect will be indicated for that particular item on the respective return. A list of accountable subunits or officers will be prepared at inventory time from the forms 6500-95 to be checked off against the returns. This will ensure that all inventory returns have been submitted. After all returns have been checked against forms 6500-95, action to correct the differences shown on the returns will be taken as indicated in item *-c.-*

-c.- Action to bring the forms 6500-95 into agreement with the inventory returns will be accomplished as necessary by completion and recording of forms AD-107 or 6400-9, in accordance with FSH 6411.31, item 5 to record previous physical transfers of property where the documentation has been overlooked; form AD-107 in accordance with FSH 6411.34, item 1g, to record property found, or other overages; and form AD-112 in accordance with FSH 6411.26, item 1, to record loss of property.

* * * * *

3. Condemned Property. Articles that have become unserviceable may be salvaged for repair, construction, or other official work. In such cases, the articles will be dropped from the property records and the general ledger account, using an approved survey report as the authority.

6411.37 - Expendable Property Inventory and Control

1. Definition. An article of personal property which has only incidental value or which, when applied to use, is consumed, loses its identity, or normally becomes a component part of other property is classed as expendable property.

2. Accounting for Expendable Property of Sensitive Nature, of Personal Character, or Indicating Official Authority. The items of expendable property listed below, and sensitive low-cost expendable items, as determined by the regional property management officer, will be accounted for on the property records in the same manner as nonexpendable property except that their monetary value will not be entered in the general ledger control accounts unless carried in stores stocks. To readily distinguish from nonexpendable property, these items and values should be recorded on property cards of a different color. This procedure will provide for adequate administrative control of low-cost-value items which are of a sensitive nature; or which have intrinsic value, are of a personal character, and are assigned to employees for long periods of time.

Ax, marking, FS
Badge, FS
Borer, increment
Briefcase
Hammer, stamping, FS
Key, FS
Key, regular, dwelling (FSH 6443.41, item 5)
Plate, license, Government vehicle

a. Exhibit Material. All property displayed at expositions, fairs, and similar exhibitions shall be accounted for except that objects, mechanisms, or other materials that form part of or are used in connection with exhibits need not be carried on the property records and need not be accounted for as property when worn out, or upon becoming obsolete or otherwise unserviceable.

b. Warehouse Stock Control *-(FSH 6424.31)-*

c. License Plates. USDA motor vehicle license plates are expendable but a record of all licenses in each Region (including the Experiment Stations) will be maintained so that a vehicle can be identified by the license number. All licenses assigned to rental equipment will be recorded on the equipment and historical record maintained for each piece of rental equipment.

d. Library Books *-(FSH 1659)-*

e. Gasoline, Oil, and Grease Records. Where gasoline and diesel fuel are dispensed directly to motor equipment, issues will be recorded currently on the face of Form 6500-109, Daily Record of Issues--Gasoline, Oil, and Grease. Successive daily issues should be recorded on the same form 6500-109 until it is filled or closed at the time a physical inventory is taken. Recording of issues of lubricating oil and grease will be limited to full containers; that is, when a container is opened for use, the entire contents will be recorded on form 6500-109 as "Issued." This limitation of accountability recording to full containers does not lessen administrative responsibility in guarding against improper use of any unused supply of oil and grease which had been recorded as issued. Record of purchases or receipts from other stocks of gasoline, oil, and grease will be posted currently on the reverse of form 6500-109 by dates, name of vendor or other stock from which received, invoice number, class, and quantity.

Record of issues by projects and activities is not ordinarily necessary unless products were purchased from fleet management or Working Capital funds and issued for purposes other than for use in rental equipment such as light plants, lawnmowers, etc.

Administrative officers in charge of National Forests or other comparable units are authorized to grant reflief, without explanation, when the shortage for the reporting period is believed due to evaporation or normal losses due to spillage, etc. Shortages not due to these reasons and exceeding reasonable amounts must be fully explained on form 6500-109 and should be referred to the property management officer for appropriate action.

Unless considered necessary by the property management officer, a form 6500-109 record need not be maintained for issues of gasoline, oil, and grease from small stocks issued for use at isolated points.

Stocks must be inventoried monthly. The only exception is at isolated stations, which may be inventoried quarterly when authorized in writing by the unit supervisor.

At time of inventory the record issues will be closed and totaled.

Inventory of lubricating oil and grease will consist only of the contents of full (unissued) containers. Inventory data will be posted on the back of the last form 6500-19 used, or on a separate form 6500-19 if desired, and sent, together with related forms 6500-109 for the period, to the unit central office. The inventory figures reported on the reverse of form 6500-109 must be those determined by an actual physical inventory; any differences between the actual inventory and quantities shown under "Balance" will be fully explained under "Remarks." A new form 6500-109 will then be set up and the inventory balance brought forward from the previous form 6500-109. The detailed record of issues will be retained in the unit central office.

To maintain control of gasoline, oil, and grease supplies, the unit central office will check the record of receipts shown on form 6500-109 with invoices or issues from other points and will check the inventory data with the receipts and issues. Form 6500-95 will not be maintained.

3. Control of Expendable Property. Expendable property shall be protected against loss, theft, improper use, and deterioration.

The custodial officer shall request a receipt for property issued at any time when in his judgment conditions so warrant. Form AD-112 will be prepared for property losses in accordance with FSH 6411.26.

Property management officers shall continuously survey work tools, supplies, and equipment under their control in accordance with *-FSM 6411.11.-*

Records and other documentation shall be kept to the minimum to provide accountability or other management information. Such records shall not be included as part of an official nonexpendable property record.

6411.38 - Inventory Levels for Personal Property. Governed by analysis of past use, past purchases, and planned use, a reasonable quantity of personal-property items will be maintained to provide adequate and efficient facilities for uninterrupted work operations. Ordinarily, GSA Stores Stock Catalog items, Federal Supply Schedule items, and supplies readily obtainable from other established governmental sources or commercial stocks will not exceed a 3-month supply level. Items which are not readily obtainable from such sources shall be limited to a 6-month supply level except that items requiring special manufacture or fabrication may be stocked at a 1-year supply level (FSH 6412.2).

6411.39 - * * * * *

6412 - UTILIZATION OF PERSONAL PROPERTY

6412.1 - Utilization Objectives and Definitions

6412.11 - Law and Objectives. The Department's utilization and disposal operations generally will be carried on under the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 201-274 as amended by Public Law 754, 81st Congress), and regulations issued pursuant thereto. The objectives of the act are, among other things, to provide an economical and efficient system for the utilization of available property and the disposal of surplus property. It provides generally that maximum utilization shall be made of property by reassignments of excess property among activities within an executive agency and by transfer of such property to other Federal agencies; and that surplus property shall be disposed of to such an extent, at such times, in such areas, by such agencies, at such prices, upon such terms and conditions, and in such manner as may be prescribed in or pursuant to the act. The authority conferred by the act is in addition and paramount to any authority conferred by any other law, and is not subject to the provisions of any law inconsistent therewith, except as specifically exempted in section 602(c) of the act.

6412.12 - Definitions

1. Educational Institution. Any tax-supported school system, school, college, and university, and other nonprofit school, college, and university which has been held exempt from taxation under section 101(6) of the Internal Revenue Code, and any State department of education or other State agency, designated by State law to receive property for and distribute it to such tax-supported and nonprofit school systems, schools, colleges, and universities within the State.

2. Public Health Institution. Any tax-supported medical institution, hospital, clinic and health center, and other nonprofit medical institution, hospital, clinic, and health center which has been held exempt from taxation under section 101(6) of the Internal Revenue Code, and any State department of health or other State agency designated by State law to receive property for and distribute it to such tax-supported and nonprofit medical institutions, hospitals, clinics, and health centers within the State.

3. Excess. Any personal property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof.

4. No Commercial Value. In the case of personal property, property which is not usable and cannot economically be rehabilitated

by anyone for use for the purposes for which it was originally intended, and can reasonably be expected to have no market value for use as an entity for any other purpose.

5. Public Body. Any State, territory, or possession of the United States, any political subdividion thereof, the District of Columbia, any agency or instrumentality of any of the foregoing or any agency of the Federal Government.

6. Salvage. Personal property that has some value in excess of its basic material content, but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal agency) and its repair or rehabilitation for use as a unit (either by the holding or any other Federal agency) is clearly impracticable. *-It would be considered clearly impracticable to repair or rehabilitate a unit if the repair or rehabilitation cost is estimated to be in excess of 65 percent of replacement cost.-* Generally, salvage includes:

a. Property which might be repaired, reconditioned, or restored to usable condition but where, because of extreme wear, deterioration, etc., it would be considered uneconomical, impracticable, or otherwise not in the best interest of the Government to do so, as is often the case in connection with old, wornout motor vehicles, broken hand tools, dead storage batteries, etc.

b. Property which is of such a specialized nature that it has no reasonable prospect of use as a unit, or is not usable as a unit without major alterations, as in the case of motors specially designed and constructed to fill some unusual voltage, speed, space, or other requirements. This would include items of equipment which have become commercially obsolete, as is often the case in connection with old office machines (where repair parts are no longer available). It would also include used containers, cable reels, etc.

7. Scrap. Personal property that has no value except for its basic material content, and includes waste.

8. Small Business. Any concern whose aggregate number of employees, including its affiliates, is less than 500.

9. Surplus. Any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the General Services Administration.

10. Unserviceable Property. A general term applied to "scrap" and "salvage" as defined above. *-In determining whether or not an item of property is unserviceable, consideration should be given to all pertinent factors, such as age, dependability, safety, economy of operation, and availability and cost of replacements.-*

6412.2 - Use Provisions and Standards

6412.21 - Maximum Use of Personal Property--Policy. It is the Chief's policy to obtain maximum use of all property. Full utilization of property is a fundamental responsibility of every administrator in the Forest Service. Property should not be held to supply the needs of contemplated programs or activities unless they are already authorized and funds are available.

The keynote of success in property utilization is emphasis on the responsibility of the local supervisor to use effectively and economically the supplies and equipment available for the jobs to be done.

In order to obtain maximum utilization and minimize the procurement of new items, the Forest Service will make excess property available and facilitate its transfer to other Federal agencies. So far as practicable, the Forest Service will fulfill its requirements for property by the utilization of excess, both inside and outside the Department, and accept the reasonable substitution of such excess. Acceptance of excess property from General Services Administration is required unless a full and convincing written justification is submitted to GSA which will show why such transfers or substitutions would result in serious hardship or impairment to the work program.

Regional foresters and directors will make assignments of property among activities within their jurisdictional areas when such property is determined to be no longer required for the purpose of the appropriation from which it was purchased (subsec. 202(c), P.L. 152). For policy regarding reimbursement in connection with transfers of excess property, see item 6, FSH 6412.35.

To implement the policy for maximum utilization of excess personal property as outlined above, the regional offices of the GSA will screen all requests for replenishment of stores stock and check requests submitted by the agencies against lists of excess personal property available in their respective regions. General Services Administration may take physical custody of such excess personal property for redistribution, or may direct its transfer to agencies in lieu of procurement of new property from commercial sources of supply. If the excess property is used, rehabilitated, or differs

in some substantial characteristic from the item ordered, notice of intent to substitute will be given the ordering agency to permit such agency the opportunity to inspect the property prior to shipment.

1. Borrowing and Lending

a. Government-Owned Property

(1) Loans to Federal Agencies. In obtaining the maximum use of property and avoiding unnecessary purchases, administrative officers should keep in mind the possibilities of offering, for use in other agencies, property which would otherwise be out of service for strictly temporary periods (but not excess), and when planning to acquire property should give careful consideration to whether needs could be adequately satisfied by borrowing property which may be similarly available from other agencies. In determining whether it is practicable and economical to loan or borrow property in such circumstances, consideration should be given to suitability, condition, value, extent and nature of use, extent of availability, portability, cost of transportation, and similar factors. Loans of property, when properly authorized, will be documented on form AD-107 marked "Temporary loan--property to be returned to the Forest Service (address)."

In connection with the upkeep of Government-owned property the Comptroller General has held that an agency loaning property to another agency may provide by agreement that the property be returned in as good condition as when loaned and that the expense of placing the property in such condition be borne by the borrowing agency, provided that agency's appropriation is available therefor.

There is no authority to support a claim by one Federal agency against another.

(2) Loans to Others. Property may be loaned to State, county, or public, or other non-Federal agencies and individuals for the work of the Department under the terms of written cooperative agreements in which there must be a mutuality of interest and a union of effort toward the same end.

(3) Rental of Personal Property. Personal property of the Forest Service may be rented to (1) other Federal agencies in accordance with 31 U.S.C. 686 or as otherwise specifically authorized by law, or to (2) non-Federal agencies if specifically authorized by law (for example, 16 U.S.C. 580).

b. Privately Owned Property. The acceptance of the loan of private property for use by the Government is not specifically prohibited by law but, for various reasons, including that of public policy, the borrowing of privately owned property by the Government is not to be encouraged generally. However, in cases where it is considered necessary to borrow privately owned property, it should be administratively determined that the property is necessary to the discharge of the duties and functions of the agency and is clearly in the interest of the Government. Before accepting such loans there should be a definite understanding in writing with respect to the use and upkeep of the property and its return to the owner (22 Comp. Gen.153). In connection with the upkeep of privately owned property, the Comptroller General has held that when it is loaned to the Government for use in connection with a particular Government work, the appropriation for that work is available for repairs to such property to the extent necessary for its continued use on that work, but such appropriation is not available for repairs to return the property in good condition after the use has terminated (20 Comp. Gen. 17).

2. Joint Use of Property. The most efficient utilization of property contemplates that each piece of equipment be put to its greatest practicable use. Wherever feasible, arrangements should be made for the joint use of equipment between organizational units of an agency or by two or more agencies, so as to avoid unnecessary purchases or to make available for possible use elsewhere in the Government any equipment which might thus be released. Mimeograph or other duplicating machines, calculators, motor vehicles, construction equipment, tractors, etc., are a few examples of types of equipment which, after considering (1) location, (2) in-use periods, (3) workloads, and (4) other similar factors, may offer opportunities for common use. Field units should be continually alert to any such opportunities for effecting operating economies.

-3. Transfers to Washington Office. Personal property, such a as saddles, tents, sleeping bags, blankets, and other items of field use, should not accompany employee when transferred to the Washington Office, unless maximum official use will be made of the property or other justification exists. In the latter case written justifying statement shall be submitted to the Washington Office Division of Administrative Services.-

6412.22 - Personal Property Replacement Standards

1. Requirements for Full Utilization. The standards prescribed herein are minimum standards. Items which are usable should be retained even though the standards permit replacement, provided the property can be safely used or operated an additional period without excessive repair or maintenance costs or substantial reduction in sale or trade-in value.

Only minimum requirements necessary for the efficient functioning of authorized program activities will be met.

2. Motor Vehicles. Vehicles which are in usable and safe condition will be retained if they can be operated or used an additional period without excessive maintenance cost or substantial reduction in trade-in value.

If a motor vehicle has been wrecked or damaged (including wear caused by abnormal operating conditions) beyond economical repair, after certification to that effect by the chief, equipment management section, or other officer delegated by the Regional Forester or Director, such vehicle may be replaced without regard to the replacement standards.

The Washington Office provides each Region and Station with annual authorizations for the acquisition and replacement of passenger-carrying vehicles. Subject to such limitations, the following minimum standards will govern the replacement of motor vehicles:

a. Passenger cars and station wagons may be replaced when they have been operated for 6 years or 60,000 miles, whichever occurs first.

b. Multiple drive (4- or 6-wheel drive), truck-chassis combination personnel and property carrying motor vehicles may be replaced when they have been operated for 6 years or 40,000 miles, whichever occurs first.

c. Motor trucks provided with pickup or express panel, or sedan-delivery, carryall, van, open van, platform, stake, rack, dump, truck-tractor, or tankbodies may be replaced in accordance with the following table of years or mileage operation, whichever occurs first:

Maximum GVW pounds	Total years	Total miles	Pay load rating
Less than 12,500	6	50,000	1-ton and less

Maximum GVW pounds	Total years	Total miles	Pay load rating
12,500 through 16,999	7	60,000	1 1/2 through 2 1/2 ton
17,000 and over	9	80,000	3 ton and over

Regulations of the GSA state that not more than 25 percent of the vehicles in any one of the following classes will be replaced in any 1 fiscal year provided that all vehicles to be replaced will meet the age or mileage replacement standards.

a. Automobiles (sedans, coupes, etc.).

b. All other passenger-carrying vehicles (station wagons, etc.).

c. All trucks and truck tractors.

The above restriction must be observed as a Service-wide limitation on replacements. Liberal provision is made for all annual replacements ordinarily required for Region and Station fleets with balanced age patterns and uniformly good utilization. However, in years when the 25 percent limitation would appear to restrict warranted replacements to the fleet of a particular Region or Station, because of retention in past years of overage but still economically serviceable and safe vehicles, the limitation will be applied Service-wide rather than to the local fleets.

3. Typewriters. Typewriters may be purchased for replacement purposes only when the estimated cost of necessary repairs or reconditioning of each typewriter being replaced will equal or exceed, at lowest available rates, the percentage of replacement cost specified in the Standard Replacement Cost Percentage scale shown below, which prescribes the minimum percentage of replacement cost which would justify replacement of typewriters in lieu of repair or reconditioning, based on year of manufacture as shown by the manufacturer's serial number. As the prescribed standards are minimum, agencies shall to the fullest extent practicable, retain typewriters which are

(Continued on next printed page)

in usable and workable condition even though the standard permits replacement. When unusual circumstances justify replacement at a date earlier than would be permitted by application of the standard, written justification of such action shall be retained as a part of the file.

Year	Percentage of replacement cost
2d	80
3d	80
4th	80
5th	70
6th	70
7th	60
8th	50
9th	40
10th	30
11th	20
12th	10

The following tabulation is an example of the application of the Standard Replacement Cost Percentage Scale to a typewriter costing $109.

Year	Trade-in or sale value	Replacement cost	Estimated repair cost justifying replacement
2d	$50.00	$59.00	$47.20
3d	50.00	59.00	47.20
4th	50.00	59.00	47.20
5th	45.00	64.00	44.80
6th	45.00	64.00	44.80
7th	45.00	64.00	38.40
8th	45.00	64.00	32.00
9th	40.00	69.00	27.60
10th	37.50	71.50	21.45
11th	37.50	71.50	14.30
12th	30.00	79.00	7.90

4. *-Furniture. Items of office furniture and household and quarters furniture, whether made of metal, wood, or other materials may be replaced only when:-*

a. It is determined that replacement is essential for the efficient and economical performance of the functions of the office in accordance with established use standards.

*-b. The estimated cost of necessary rehabilitation thereof at lowest available rates, including any transportation expense, equals or exceeds 55 percent of the current General Services Administration Stores Stock Catalog price, the General Services Administration Federal Supply Schedule price, or current market price of new items of the same type and class.

The 55 percent criterion prescribed is the minimum standard and may be exceeded when it is to the advantage of the Government to do so. Furniture subject to replacement under the standard may be rehabilitated when the rehabilitation improves the appearance and operation of the item and the life expectancy is extended for an additional period of time.-*

5. Materials-Handling Mechanized Equipment. Due to limited application in the Forest Service, replacement standards for materials-handling mechanized equipment are not reprinted here. Replacement will follow the provisions of GSA Regulation 1-III-203.5.

6412.23 - Personal Property Use Standards

1. Purpose of Use Standards. It is the Forest Service's purpose to so manage its personal property as to ensure that all property is being fully utilized to the best interest of the Government.

2. Definition of Use Standards. The term "use standards" as used herein means criteria as to types, quantities, and qualities of personal property determined to be suitable or appropriate for use at or by a particular organizational level or activity.

3. Standards Development. Regions and Stations will promote the development and use of local utilization standards for work tools and supplies proper and adequate for work operations. In developing these standards the following factors should be considered:

a. Past usage experience.

b. Estimated useful life, which establishes the utilization pattern.

c. Nature of care and conditions of use in general.

d. Anticipated future work program requirements.

Utilization standards will serve as valuable guides for efficient procurement, better property management, preparation of work plans and budget estimates, and work program development.

4. Responsibility for Adherence. Subject to the established use standards, the Forest Service will limit its property to the minimum requirements necessary for the efficient functioning of the particular activities. Items determined to be excess to such needs will be reported as excess. Adequate inspection systems should be provided to ensure that there is no overstocking, waste, or misuse of personal property.

5. Office Furniture, Furnishings, and Equipment Use Standards. *-Office furniture and furnishings shall reflect a high standard of presentability within the limitations established under item 6. They shall be of the type and quantity to provide arrangements necessary to accomplish work in the most efficient manner possible. See item on "Furniture--Office, Household, Quarters, and Hospital" under FSH 6316.3, for use of wooden furniture and conference-type desks.

Office equipment shall be of the type which will enable an employee to accomplish work safely and efficiently. The initial cost, maintenance and possibility of pool arrangements which will result in an economical operation shall be taken into consideration.-*

6. Executive-Type Office Furniture and Furnishings. Executive-type office furniture and furnishings as listed in 5 AR 112 shall be limited to uses in the categories listed below. For aid in the identification of such furniture and furnishings, reference may be made to the series of Federal Supply Schedules designated Special Furnishings, Executive Type. When such equipment is currently assigned within an agency for use other than stated below, consideration should be given to the reassignment of such equipment in lieu of purchase.

a. Heads or assistant heads of agencies, heads of Regional Offices, and others in substantially similar or comparable position, who are in grade GS-15 or above.

b. Employees who are quartered in the same office or office suite with an officer in one of the categories mentioned in item a above, and when the items are considered to be needed to conform with equipment of the immediate supervisory officer.

*-Amended August 1962
Amendment No. 93

c. Used in executive conference rooms at agency national headquarters.

The procurement of any article covered by this item is subject to approval of the Regional Forester or Station Director.

(1) Executive-Type Furnishings

(a) Bookcases, executive type.

(b) Cabinets, telephone.

(c) Chairs, upholstered, executive type.

(d) Chairs, typists, to match executive-type desk.

(e) Desks, executive type.

(f) Desks, typists, executive type.

(g) Lamps, office type.

(h) Pens or pen sets, types over $5.

(i) Receptacles and similar furnishings.

(j) Rugs

(k) Stands, smoking.

(l) Stands, telephone.

(m) Tables, conference, executive type.

(n) Trays, letter, executive type.

(o) Wardrobes, executive type.

(p) Wastebaskets, executive type.

"Executive type," as used in the foregoing list, is exemplified by the Federal Supply Schedule for "special furnishings, executive type," items classed as "executive line" in the furniture trade, and items which cost, new, 60 percent more than standard

common-use items. It does not include standard office furniture sometimes referred to as executive furniture.

(2) Accessories. Desk or mantel clocks (other than ordinary inexpensive types needed for regular office or laboratory use at departmental buildings or stations that are not or cannot feasibly be equipped with wall clocks for general office use); davenports, sofas, etc.; floor lamps; ornamental bookends; or carafe sets or components thereof will not be procured by the Department or its agencies except in very rare cases where special consideration may justify the use of such equipment.

7. Filing Cabinets. Agencies shall make every effort to effect maximum use of filing cabinets and to limit the purchase of new equipment. Maximum utilization of filing equipment should be obtained by:

a. Disposing of all records on lists or schedules which have been approved by the National Archives and Records Service, and whose disposition has been authorized by the Congress.

b. Removing office supplies, publications, and other nonrecord material from filing cabinets to more suitable storage equipment except where the quantity of such material is small (as a rule, less than half a cabinet).

c. Transferring inactive or semiactive records, not authorized for immediate disposal, to an approved agency records center or a Federal records center to the extent that facilities are available, or transfer to the National Archives where records are of sufficient historical or other value to warrant their permanent preservation.

d. Shifting inactive records which must be maintained in agency space to less expensive receptacles such as transfer cases, wood cabinets, or corrugated boxes placed on shelving, as may be available.

e. Ordering filing cabinets with locks only when required by special needs that cannot be satisfied less expensively (FSH 6310).

f. Using letter-size filing cabinets instead of legal-size whenever possible.

g. Using 5-drawer filing cabinets in lieu of 4-drawer cabinets.

8. Electric Typewriters. Electric typewriters shall be restricted to an assigned position, filled by an experienced operator when one or more of the following minimum standards are met:

a. The machine is used an average of 4 hours or more daily.

b. The machine is used an average of 2 hours or more daily for 1 or more of the following.

(1) The preparation of forms requiring an original and 5 or more carbons, or the preparation of correspondence requiring an original and 7 or more carbons.

(2) The preparation of reproduction copy, such as photo masters and stencils.

(3) The preparation of statistics and reports requiring decimal tabulation.

c. The machine is used in the preparation of copy for printing (5 AR 98b (2)); provided, however, that proposed purchases, exchanges, or transfers of such machines shall be approved in accordance with 5 AR 98c. The assignment of proportional spacing machines shall be limited to this use, unless otherwise specifically justified under subparagraph e below.

d. The machine is used by the physically handicapped.

e. * * *. The use of an electric typewriter for a purpose or in a manner not meeting the above standards of use must be supported in each case by a written justification approved by the head of acting head of the agency, and made a part of the purchase or property management files.

9. Standard Typewriters. Machines in the best mechanical condition should be assigned to the most important or exacting service, and less perfect machines assigned to less important operations. Special purpose machines used for limited periods of time should be located so that various organizational units may obtain them as needed. The use of more expensive machines than conditions warrant or of light duty machines not adaptable to constant or heavy use, and for which the need is not apparent, is to be avoided.

e. Related Equipment. The assignment of office-type related equipment, such as, mechanical collators, and addressing, folding, and sealing machines, shall be limited to those operations where comparative cost analyses conclusively show that the use of such machines would effect savings. For example, in evaluating the comparative cost of hand and mechanical collating, it would be reasonable to use an annual equipment overhead charge of about 13 percent (depreciation 10 percent, maintenance 3 percent) of the equipment cost and an average labor rate of $2 per hour. Thus. if 60 hours annually are required to collate material by hand at a particular location and the required collating could be performed in one-fourth the time (15 hours) with a $500 mechanical collator, the assignment of a mechanical collator to the operation would be warranted where better utilization of personnel would result.

-6412.24 - Acceptance of Gifts of Property. The Forest Service may accept on behalf of the Department unconditional gifts of articles of personal property, such as equipment, materials, and supplies, in aid of any authorized Forest Service program. The acceptance of such gift, however, shall in no way imply an endorsement of the gift or the giver, nor impose any obligation on the part of the Forest Service to provide the giver with data or information as to usage or performance. Further, the property shall not contain any advertising matter or any indication whatsoever that it was given to the Forest Service by the giver. All gifts shall be supported by a signed letter from the giver stating that he is the sole owner of the described property and offers the same as an unconditional gift to the Department. The Regional property management officer shall accept the offer of the gift in writing on behalf of the Department. Property so accepted shall be subject to Forest Service property management regulations. -

6412.3 - Utilization of Excess Personal Property

6412.31 - Responsibility for Utilization of Excess Personal Property. In order to fully utilize excess Government property within the Government, the General Services Administration area agricultural equipment committees, and property management officers, have been given the responsibility of correlating, determining, and allotting excess personal property items.

6412.32 - Committees and Field Boards of Survey for Excess Personal Property. The Director of Plant and Operations establishes area agricultural equipment committees to function in the States as shown in exhibit 3, at the end of this code. Alaska and Hawaii are not assigned to a committee but will continue to operate independently.

management officers shall explore and give full consideration to the practicality of the joint use of existing or proposed facilities with other Department activities in the same location or locality and of obtaining the required services from other Government facilities.

b. Stencil Process. The usual office duplicating requirements of this Department can be produced most economically by the stencil process. Accordingly, this process shall be used except when duplicating requirements meet the standards stated in item c or d below. When daily machine use is normally less than 1 hour, hand-operated machines should be used. When daily machine use is normally more than 1 hour or when runs of over 1,000 copies are frequent, electric machines may be used. The lowest price machine available under Federal Supply Schedule contracts having the required operating features and hourly production capacity shall be provided, except that high-speed, heavy-duty models of a more expensive type may be assigned when production exceeds 2,500,000 impressions annually or it is frequently necessary to produce over 5,000 impressions an hour.

c. Spirit or Gelatin Process. Duplicating machines using the spirit or gelatin process should be assigned for use only when the product to be regularly duplicated can best be produced by this process, such as diagrams or maps, or when short runs of less than 100 copies are the rule. Unless operating requirements exceed 1 hour daily, hand-operated machines should be assigned.

d. Offset Process. Machines using the offset process shall be assigned only to those operations regularly requiring duplicated material of a higher quality than can normally be produced by the stencil, spirit, or gelatin process. Such material generally would consist of multiple-copy forms, permanent directives, material distributed to the public, etc. The type or model of machines assigned should be those in the lower price range classed as light duty, except (1) when annual production exceeds 2,500,000 impressions or when recurring peak loads requiring production in excess of 5,000 copies per hour are expected, heavy-duty, single-impression machines may be assigned, or (2) when annual production exceeds 4,000,000 impressions or there is a recurring need for a substantial volume of sheets to be duplicated on both sides, machines of the tandem, dual, or other similar high-production types may be assigned if warranted on the basis of a comparative analysis of work production costs between available types of equipment.

head of the unit to which he is attached.

g. Documentation. Form AD-112 will be used to record the determination of property management officers with with regard to lost, stolen, damaged, or destroyed property; the determination of boards of survey on those cases referred to them; and certifications by property and fiscal officers that necessary entries in the property and fiscal records have been made.

2. Area Agriculture Equipment Committees. *-The primary function of the committees shall be to insure the maximum practicable use of the Department's total supply and equipment resources in the field. This function will be accomplished as follows:

a. Reports of Excess Property. Regions and stations will report their excess property and, to the extent practicable, make known their needs for property to the appropriate committee chairman.

b. Lists of Excess Property. Committee chairman will periodically circularize lists of reported excess and needed property to all agencies in their respective areas and will exchange such information with the chairman of the other committees.

c. Use of Excess Property. Regions and stations will, to the maximum extent practicable, obtain their needs for property by requesting the transfer, through the appropriate area chairman, of suitable property known to be excess to the needs of another agency.

d. Transfers of Property. Area chairmen will: (1) authorize all interagency transfers of property located within their respective areas, (2) establish priorities, where necessary, with regard to transfers, and (3) make appropriate authorizations or arrangements for other disposition of property determined to be excess to the Department's needs, in accordance with these regulations.

Area chairmen will serve, when necessary, as liaison officers for the Department with field offices of other Federal agencies such as the General Services Administration (GSA) and the Department of Health, Education, and Welfare on matters pertaining to excess and surplus property.

The chairman or other committee members shall, upon request, represent the Director of Plant and Operations or any field problems requiring his consideration.-*

appoint field boards of survey at regional offices, experiment stations, and forest supervisors' offices respectively; directors should determine whether the individual research centers need field boards of survey and, if so, delegate authority to the center leader to appoint a board.

c. Responsibilities of Field Boards of Survey. When requested by the unit head or the property management officer (FSH 6411.26), boards of survey will investigate the circumstances surrounding specific cases of loss, theft, damage, or destruction of property for a decision as to the financial liability of the employee involved if the facts and circumstances indicate employee negligence. If there is no indication of negligence, the employee may be relieved of the property accountability by the property management officer.

d. Boards of Survey Responsibility for Determining Employee Liability. Boards of survey will fully investigate all reports of lost, stolen, damaged, or destroyed property submitted to them. They will thoroughly consider all evidence obtainable and determine whether the degree of negligence involved is sufficient to warrant holding the employee financially liable. Willful disregard or serious failure to fulfill his responsibility in connection with the protection and use of the property shall be considered negligence sufficient to warrant holding an employee financially liable. Such boards will also determine the amount to be charged employees who are held financially liable.

e. Basis for Determining Amount of Liability

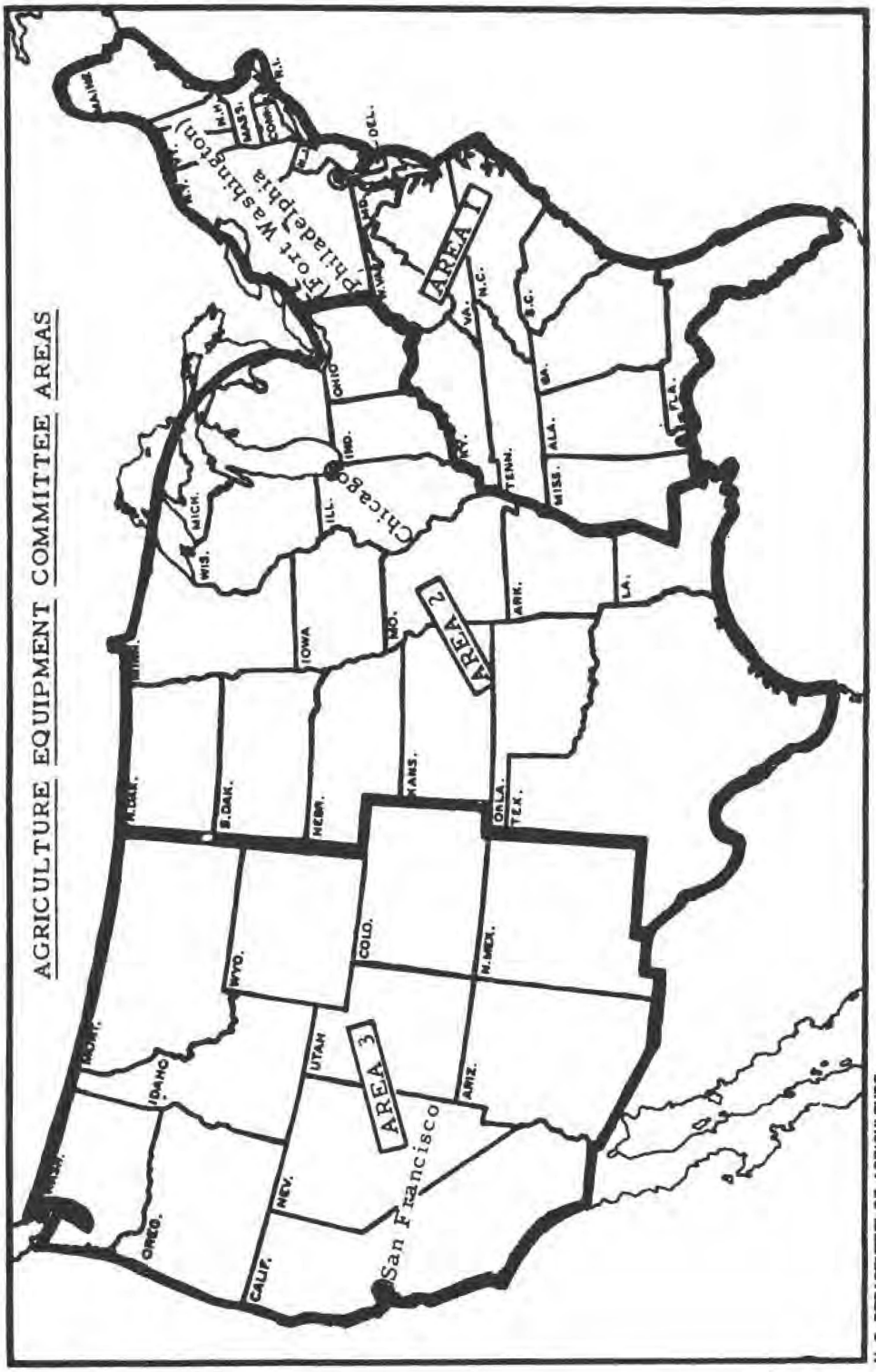
(1) The amount to be charged for lost, stolen, or destroyed property will be based on its recorded value less reasonable depreciation, taking into consideration its age and condition at the time it was lost, stolen, or destroyed.

(2) The amount to be charged for damaged property will be the actual cost to the Government to put the property in the same condition it was in immediately preceding the damage; or in the event the damaged property is not repaired, the amount to be charged will be based on its recorded value less reasonable depreciation and the residual value as determined by appraisal or sale.

f. Appeal From Decision. An employee held responsible or liable for lost, stolen, damaged, or destroyed property by board of survey action shall have the right of appeal to the

*

*-Exhibit 3


AGRICULTURE EQUIPMENT COMMITTEE AREAS
AREA 1
AREA 2
AREA 3
Chicago
(Fort Washington)
Philadelphia
San Francisco
MAINE
VT.
N.H.
MASS.
CONN.
R.I.
N.Y.
PA.
DEL.
MD.
VA.
N.C.
S.C.
GA.
FLA.
OHIO
IND.
KY.
TENN.
ALA.
MISS.
MICH.
WIS.
ILL.
IOWA
MO.
ARK.
LA.
MINN.
N.DAK.
S.DAK.
NEBR.
KANS.
OKLA.
TEX.
COLO.
N.MEX.
WYO.
MONT.
IDAHO
UTAH
ARIZ.
NEV.
CALIF.
OREG.
WASH.
U. S. DEPARTMENT OF AGRICULTURE

1. Boards of Survey. Board shall be composed of at least 2 and, where practicable, 3 members. They may be appointed for definite or indefinite terms or to act only on specific cases.

Property management officers, or employees involved in cases to be considered, will not serve on boards of survey.

a. Washington Office. The Chief will appoint a board of survey in the District of Columbia composed of 3 members, 1 of whom shall be designated as chairman, whose terms of office shall run as stated in writing by the Chief. Such board shall have the same responsibilities as outlined under item c.

b. Field. Regional Foresters, Directors, and Forest Supervisors, or officers designated in writing by them, shall

(Continued on next printed page)

6412.33 - Management of Excess Personal Property

1. Full Use of Excess Property Inside Forest Service. In order that the Forest Service may first fully utilize all excess property within the Forest Service, the following procedure will be followed prior to reporting any property as excess to the area chairman.

a. Periodically, each Region and Station will mail direct to all other Regions and Stations a list of serviceable excess property available for transfer.

b. A 20-day screening period will be allowed the Regions and Stations before reporting the excess property to the appropriate area agricultural equipment committee.

2. Reassignment Inside USDA. When serviceable property has been determined to be in excess of the needs of the Forest Service, the need for it on a Department basis will be determined before declaring it as excess to General Services Administration (GSA) for listing to other departments. In the transfer of such property, chairmen of the area equipment committees serve in a coordinating capacity in determining priorities between bureaus of the Department in the field.

3. Assistance in Major Disaster Relief by Use of Excess Property. The use of Forest Service equipment is authorized by Public Law 875, 81st Congress (64 Stat. 1109) and Executive Order 10427, January 16, 1953, for the purpose of protecting life and property and for relieving suffering and distress arising out of major catastrophes, such as widespread floods, earthquakes, fires, and snowstorms. Similarly, surplus equipment and supplies shall be donated to State and local governments in accordance with the directions of the Office of Civil and Defense Mobilization (FSH 6413.1). The Regional Forester or Director should be notified promptly of any request for manpower or equipment.

4. Acquisition of Excess Personal Property. So far as practicable, the Forest Service will fulfill its requirements for property by the utilization of excess, both inside and outside the Department, and accept the reasonable substitution of such excess. See FSH 6412.35a and .35b for procedures in obtaining excess property.

6412.34 - Reporting Excess Personal Property

1. Reporting. *-All excess personal property will be reported on form AD-109. -*

2. Reporting Requirements

a. Method. Because of the various channels through which certain kinds of property must be processed and to facilitate issuance of disposal authorization and record-keeping, separate forms AD-109 will be prepared for each of the following classes of personal property: (1) animals, (2) automotive and heavy equipment, (3) printing and binding equipment, (4) fire weather station equipment, (5) office furniture and equipment, * * * and (6) property other than that specified above.

b. Time. Field units that have installations to be discontinued, closed down, or abandoned at which there is personal property in excess of their needs will report such property sufficiently in advance to give other agencies an opportunity to obtain needed items within deadlines set for disposal. Reports should contain information as to when the installation will be discontinued, scheduled date of removal of the property, the last date the property will be used, and the identity of the real property where the personal property is located. Advance informal notice of such cases should be made as soon as possible to the area chairman.

c. Data. The reports should be carefully prepared and, in addition to any other information required on form AD-109, should include the following data as may be applicable so as to enable the area chairman to complete SF-120 in making reports to GSA:

(1) Name, title, address, and telephone number of employee to contact for further information.

(2) Name, address, and telephone number of employee to whom purchase order should be sent.

(3) If location is to be abandoned give proposed date of abandonment, earliest and latest dates property can be removed, and such other information as will enable area chairman to expedite disposal action if necessary.

(4) Where the holding agency must be reimbursed for property transferred to another Federal agency, enter the appropriation symbol and title.

(5) For printing, binding and related equipment and supplies, see *-FSH 6413.6, item 5.-*

(6) For typewriters, show make, model, type (standard, noiseless, portable, or electric), carriage width, type face, and serial number.

(7) For excess personal property (other than "related personal property") located on or within excess real property, indicate such fact and identify the excess realty involved.

(8) Indicate the appropriate property condition code symbol which reflects the actual condition of each line of property listed. See exhibit 4 at the end of this code for condition code symbols and explanation of each.

d. Utilization Procedures. Each area chairman will endeavor to supply property needs by compiling and distributing lists of the excess property reported to him. These excess lists will be distributed periodically, usually once a month, to appropriate offices of each Region and Station in the area. Needed excess items from such listings shall be requested by submitting a properly completed form AD-109 (rev. 4-57), in triplicate, therefor to the area chairman, who will authorize the transfer of the items to the requesting activity. If two or more requests are received for the same item, preference will be given to urgency of need as may be indicated on the requests. On reported property not requested by another Department activity, the area chairman will either report it to GSA, if necessary *-(FSH 6412.34, item 7)-* or authorize the reporting agency to dispose of it.

e. Property Not To Be Reported. The following categories of excess property will not be reported to the area chairmen: (1) perishables, (2) unserviceable property, including scrap and salvage, and (3) property dangerous to the public health or safety. (To the extent practicable and economical under the circumstances, holding activities will determine any need for such items by other Department or Federal agencies and accomplish any transfers requested. Any residues would then be disposed of as surplus.)

* * * * *

f. Preparation and Distribution of Forms. Ranger Districts and comparable units and research locations will submit original and one copy of form AD-109 to the Regional Forester or Director. One copy should be retained in the preparing office. The Regional Forester or Director will take action to obtain utilization or clearance, and the reporting unit will be given disposal instructions in block 8 of the form AD-109 to be returned to the unit.

3. Reporting Channels

a. District Ranger to Forest Supervisor.

b. Forest reports excess items to Regional Office after filling needs of other Ranger Districts.

c. Region circularizes items to all its Forests for possible use, if desirable, before reporting to other Regions.

d. Region circularizes other regions for 20 days prior to reporting to the area chairman.

e. Region reports remaining items to respective area chairman. (Region 10 and the Institute of Tropical Forestry will report direct to the appropriate regional office of the General Services Administration.)

f. Area chairman circularizes agencies within the Department.

g. Area chairman reports items not taken to GSA.

h. Forty-day screening and holding period for determination of use by the Department of Health, Education, and Welfare.

i. Final disposition orders are issued by GSA to holding agency through channels for items not taken by HEW.

4. Use of Personal Property After Reporting. After property has been reported as excess, it should not be used, except in emergency, or disposed of without first obtaining withdrawal permission from the office or agency to which report was made.

5. Withdrawals of Reported Excess Property. If the holding unit desires to withdraw property previously reported as excess, a report of withdrawal must be made by memorandum, in triplicate, and forwarded through channels to the area chairman. The request should identify the property by report number, the item number description, and quantity to be withdrawn. The holding unit need not await specific authorization to use the property involved, unless they have advice that the property has been reported to GSA, in which case GSA approval is required before withdrawal.

6. Reporting Excess Property Requiring Special Handling. The following categories of excess property require special handling and shall be reported by Regions and Stations on AD-109, directly to the *-Washington Office. -* Transfers or other disposition of such property *-require approval by the Office of Plant and Operations. -*

a. Intangible personal property.

b. Narcotics.

c. Contractor inventory.

d. *-Firearms. -*

e. Strategic and critical materials.

f. Radioactive material and radiation equipment.

g. Explosives.

7. Excess Property Nonreportable to General Services Administration. *-The following excess property is not reportable to the GSA by the area chairman to which reported, or by the holding unit if not reportable to an area chairman. -*

a. Perishables.

b. Property dangerous to public health and safety.

c. Scrap and salvage, provided the property is strictly in accordance with the definitions for scrap or salvage (FSH 6412. 12).

d. Property determined by competent authority to be classified for reasons of national security.

e. Those items not required to be reported because of type, line item acquisition value, or condition, as listed in Exhibit 29, Appendix C, GSA Regulations, Title 1 * * *. (Each Area Agriculture Equipment Committee Chairman has copies of and is familiar with the reporting requirements of exhibit 29. There need be no concern therewith except for excess located in Alaska and Puerto Rico.)

f. Property otherwise reportable to GSA which, prior to reporting to GSA, is transferred directly between Federal agencies to fill a known need (FSH 6412. 35b).

g. Trading stamps.

TITLE 6400 - PROPERTY MANAGEMENT

*-Exhibit 4

Personal Property Condition Code Symbols and Definitions

Condition code	Brief definition	Expanded definition
N-1	New - Excellent	New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.
N-2	New - Good	New or unused property in good condition. Does not quite qualify for N-1 (because slightly shopworn, soiled, or similar), but condition does not impair utility.
N-3	New - Fair	New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged to the extent that utility is slightly impaired.
N-4	New - Poor	New or unused property, soiled, rusted, mildewed, deteriorated, or damaged, condition is poor still having some utility, but cannot be classed as salvage.
E-1	Used-Reconditioned-Excellent	Used property, but repaired or renovated and in excellent condition.
E-2	Used-Reconditioned-Good	Used property which has been repaired or renovated and while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.
E-3	Used-Reconditioned-Fair	Used property which has been repaired or renovated but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.

-*

*-Exhibit 4--Continued

Condition code	Brief definition	Expanded definition
E-4	Used-Reconditioned-Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear and tear, corrosion, exposure to weather, or mildew.
0-1	Used-Usable Without Repairs-Excellent	Property which has been slightly or moderately used, no repairs required, and still in excellent condition.
0-2	Used-Usable Without Repairs-Good	Used property, more worn than 0-1 but still in good condition with considerable use left before any important repairs would be required.
0-3	Used-Usable Without Repairs-Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some parts (or portion) worn and should be replaced.
0-4	Used-Usable Without Repairs-Poor	Used property which is still usable without repairs but in poor condition and undependable or uneconomical in use. Parts badly worn and deteriorated.
R-1	Used-Repairs Required-Excellent	Used property, still in excellent condition, but minor repairs required. (Estimated repairs would cost not more than 10% of acquisition cost.)
R-2	Used-Repairs Required-Good	Used property, in good condition but considerable repairs required. Estimated cost of repairs would be from 11% to 25% of acquisition cost.

*-Exhibit 4--Continued

Condition code	Brief definition	Expanded definition
R-3	Used-Repairs Required-Fair	Used property, in fair condition but extensive repairs required. Estimated repair costs would be from 26% to 40% of acquisition cost.
R-4	Used-Repairs Required-Poor	Used property, in poor condition and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical in use if repaired. Estimated repair costs between 41% to 65% of acquisition cost.
X	Salvage	Personal property that has some value in excess of its basic material content but which is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal agency) and its repair or rehabilitation for use as a unit (either by the holding or any other Federal agency) is clearly impracticable. Repairs or rehabilitation estimated to cost in excess of 65% of acquisition cost would be considered "clearly impracticable" for purposes of this definition.
S	Scrap	Material that has no value except for its basic material content.

-*

6412.35 - Transfers of Excess Personal Property. There follows a detailed explanation of procedures to be followed in effecting transfers of excess personal property as outlined above.

1. Agencies Eligible for Transfer. Excess property may be transferred to any executive department or independent establishment, including any wholly owned Government corporation, and any establishment of the legislative or judicial branch of the Government. Transfers will be documented on form AD-107. If payment is required, the agency will be billed on SF-1081, Voucher and Schedule of Withdrawals and Credits.

2. Information of Availability. Dissemination of information on excess property will be by circularization mentioned under FSH 6412.34, item 3.

6412.35a - Intradepartmental Transfers. Intradepartmental transfers of property shall be made without reimbursement. Such transfers, except for items not reportable to area chairman, shall be made only after approval of the area chairman, or *-by the Office of Plant and Operations when property in the District of Columbia is involved. Region and Station property management officers shall approve such transfers in Alaska. The property management officer for the Institute of Tropical Forestry shall approve such transfers in Puerto Rico.-* Commodity Credit Corporation property in an N-1 or N-2 condition is reimbursable when transferred to another Department. To maintain identity, it shall be recorded on separate forms 6500-95, with the notation "Com. CC" in the appropriation column, while it is in N-1 or N-2 condition.

1. Delivery. Arrangements for the delivery of property being transferred will be made between the agencies concerned. Receiving unit will pay costs of packing, drayage, and transportation.

2. Transfers Between Accountable Officers Inside Forest Service. See instructions for preparation of forms in FSH 6411.31.

3. Transfers Between Agencies Inside Department. See instructions for preparation of forms in FSH 6411.31.

4. Requests to Area Chairman. Requests for excess items shall be made on form AD-109 to the area chairman, who will authorize the transfer by signing the form. He will transmit the original and 1 copy of the form to the transferor, 1 copy to the transferee, and retain 1 copy for his files.

Property which has not been disposed of to other bureaus of the Department in approximately 30 days after its report as excess will be handled by the area chairman.

5. Property Excess to Needs of USDA. The area chairman will report to the appropriate regional office of the GSA property not required by the Department. General Services Administration circularizes all Federal agencies, and requests for transfers are correlated and approved by the GSA. For property not claimed by Federal agencies, the regional offices of the GSA authorize either (1) donation to educational and public health institutions or (2) disposal by holding agencies. All authorizations issued by GSA are transmitted to the holding units through the appropriate area chairman and Forest Service Regional Office or Director's Office.

6412.35b - Interdepartmental Transfers

1. Agencies Eligible. Transfers of excess personal property may be made among Federal agencies and to the State, the House of Representatives, the Architect of the Capitol and any activities under his direction, mixed-ownership Government corporations (as defined in the Government Corporation Control Act), the municipal government of the District of Columbia, or a non-Federal agency when the function of a Federal agency authorized to procure for it is transferred to the Administration.

2. Information of Availability. Information regarding the availability of excess property may be obtained through the following:

a. Personal contact with the Area Equipment Committee Chairmen, GSA regional and area property utilization officials, and appropriate officials of other Federal agencies.

b. Liaison with property utilization and disposal officials at major military installations where practicable. This can be accomplished by designating field personnel for this purpose who can maintain such liaison in connection with their regular duties.

c. Review of excess property catalogs and bulletins circularized by the Agriculture Equipment Committees and GSA.

d. Submission of requests for needed property to Area Equipment Committees and General Services Administration regional offices. General Services Administration Form 1539, Request for Excess Personal Property, may be used to request *-from General Services Administration specific line items of property with an acquisition value of over $500 that are not listed in General Services Administration Excess Property Catalogs or bulletins or General Services Administration Stores Stock Catalogs.-*

e. Examination and inspection of reports and samples of excess property assembled for this purpose in General Services Administration regional offices.

Units are encouraged to inspect or arrange for inspection of excess property prior to placing orders therefor, in order to verify description and condition. General Services Administration regional offices will make such inspection, upon request, to the extent of available resources.

(Continued on next printed page)

*-Amended July 1963
Amendment No. 83

3. Transfer for Redistribution

a. The GSA is authorized to perform redistribution functions and to have transferred to it any available excess property in the custody of any Federal agency for such purpose.

b. Reported excess items determined by the GSA to be suitable for redistribution within the Federal Government may be taken into its physical custody and redistributed through an authorized organizational unit, or when notified, shall be retained by the reporting unit until such time as redistribution is directed by the GSA.

c. Items which are identical to or can be substituted for items listed in the GSA Stores Stock Catalog shall be supplied through the stores program of the GSA at prices to be determined by the GSA.

d. To ensure maximum redistribution of items available from excess, the GSA may require from time to time that all orders for such items be forwarded to a GSA regional office until excess stocks are exhausted.

*-4. Procedure for Effecting Transfers

a. Submission of Transfer Orders. All interdepartmental transfers of excess personal property shall be accomplished by use of Standard Form 122, Transfer Order Excess Personal Property (exhibit 5). Each transferee shall forward the original and 3 copies of SF-122 to the appropriate General Services Administration regional office for approval, except that such prior approval need not be obtained and direct transfers may be processed where the property involved in the given transaction is one of the following:

(1) Reportable but has not yet been reported to the GSA, and the total acquisition cost of all items on the purchase order does not exceed $1,000.

(2) Nonreportable to GSA and has not been reserved at the holding location for special screening by the GSA.-*

*-In connection with such direct transfers, one copy of each transfer order shall be furnished by the transferee to the appropriate GSA regional office within 10 days.

b. Information on Transfer Orders. Transfer orders shall be completed in accordance with the example (exhibit 5).

c. Approval of Orders by GSA. In approving transfer orders, the GSA will take into consideration national defense requirements, emergency needs, equitable distribution, transportation costs, and other appropriate factors. If there are no other compelling factors, purchase orders will be approved on a "first come, first served" basis.

d. Distribution of Orders by GSA. The GSA regional office will return a copy of each approved or disapproved transfer order to the ordering agency with appropriate notation and will transmit 2 copies of approved orders, appropriately noted, to the holding agency for transfer action. Any billing by the holding agency shall be accomplished in accordance with FSH 6412.35a, items 5 and 6.

e. Transferee Responsibility for Shipping Instructions or Pickup. If the transfer order does not contain complete shipping instructions, the transferee is required to transmit these to the holding agency within 15 days after receipt of transfer order by the holding agency in the case of domestic shipments, or 45 days in the case of export shipments. The holding agency will communicate failure to receive such shipping instructions to the GSA regional office which approved the transfer.

If the transfer order indicates the property is to be picked up by the transferee, this action must be accomplished within 20 days from the time the transferee is notified by the property custodian that the shipment is ready. The holding agency will communicate with the GSA regional office concerning the failure of the transferee to pick up property within the allotted time.

f. Holding Agency Responsibility for Shipment or Delivery. Whenever a transfer order covers excess property which has deteriorated materially below the reported condition, the holding agency shall advise the GSA regional office of its current condition. The GSA regional office will so advise the ordering agency. Shipment will not be made until the ordering agency has advised the GSA regional office that the existing condition is acceptable, and that regional office has so advised the holding agency.-*

The holding agency will carry out shipping instructions or make property available for pickup promptly. The ordering agency will advise the General Services Administration regional office when a shipment or pickup is unduly delayed. If the holding agency is unable to ship or deliver as required, it must advise the ordering agency of the reason for delay and of the date shipment or delivery can be made.

g. Report on Condition and Description. The transferee is encouraged to advise the appropriate General Services Administration regional office of any instance in which the condition or description of excess items acquired was improperly reported. This action shall not be taken when the items involved were inspected by the transferee.

* * * * *

*-h. -*Documentation of Transfer Order. SF-122 is a "Transfer Order." The actual transfer will be documented in accordance with FSH 6411.31.

5. Reimbursement

a. Policy. All transfers of Federal excess personal property shall be without reimbursement of fair value except that such reimbursement shall be required when:

(1) The property transferred was acquired by the use of funds either not appropriated from the general fund of the Treasury or appropriated therefrom but by law reimbursable from assessment, tax, or other revenue or receipts and payment of fair value is requested. It is the current policy of the Executive Branch of the Government that transfers of working capital fund property shall be without reimbursement.

(2) Either the transferor or the transferee agency (or the organizational unit affected) is subject to the Government Corporation Control Act (59 Stat. 597; 31 U.S.C. 841), is a mixed-ownership Government corporation, is the municipal government of the District of Columbia, or is a non-Federal agency when the function of a Federal agency authorized to procure for it is transferred to General Services Administration.

(3) Reimbursement is directed by General Services Administration.

b. Reimbursement Formula. The fair value of excess property transferred with reimbursement pursuant to item a, shall be determined by the transferor in accordance with the following formula:

Fair value code	Explanation	Percentage of original or estimated acquisition cost
A	New or unused personal property falling in condition code designations N-1 and N-2 (exhibit 4 under code FSH 6412.34).	20
B	All other personal property.	0

Where application of the above formula will not achieve the intended purpose because of special circumstances or the peculiar nature of the property, the transferor may use other criteria for arriving at fair value if approved or directed by GSA. Where circumstances warrant, and those concerned agree thereto, fair value prices higher than those arrived at by use of the formula may be used. Disagreement as to the fair value shall be referred for final determination to the General Services Administration Regional Commissioner for the region in which the property is located, or his designated representative.

c. Proceeds. In those cases where reimbursement for fair value is to be made, the fair value proceeds shall be deposited in the Treasury to the designated account by the transferee agency with a copy of the deposit action furnished the transferor.

6. Care and Handling of Excess Property

a. Responsibility for Costs. The holding activity shall be responsible for and bear the costs of performing care and handling of excess pending disposition. The direct costs incurred by the transferor incident to any transfers shall be borne by the transferee. Overhead or administrative costs or charges shall not be included. Only costs incurred in the actual packing, preparation for shipment and loading may be recovered and where such costs are incurred, they shall be reimbursed by the

transferee upon appropriate billing, unless the transferor waives the amount involved as being uneconomical or impracticable to collect.

b. Use After Reporting. Reported excess property required for use in the operations of the reporting activity or for major disaster relief purposes may be so used, provided the area chairman to which the property was reported is immediately notified of its withdrawal from excess.

c. Transfer or Surplus Disposal. Property reportable to an area chairman shall not be transferred, donated, or otherwise disposed of as surplus, except for major disaster relief, without approval of the area chairman.

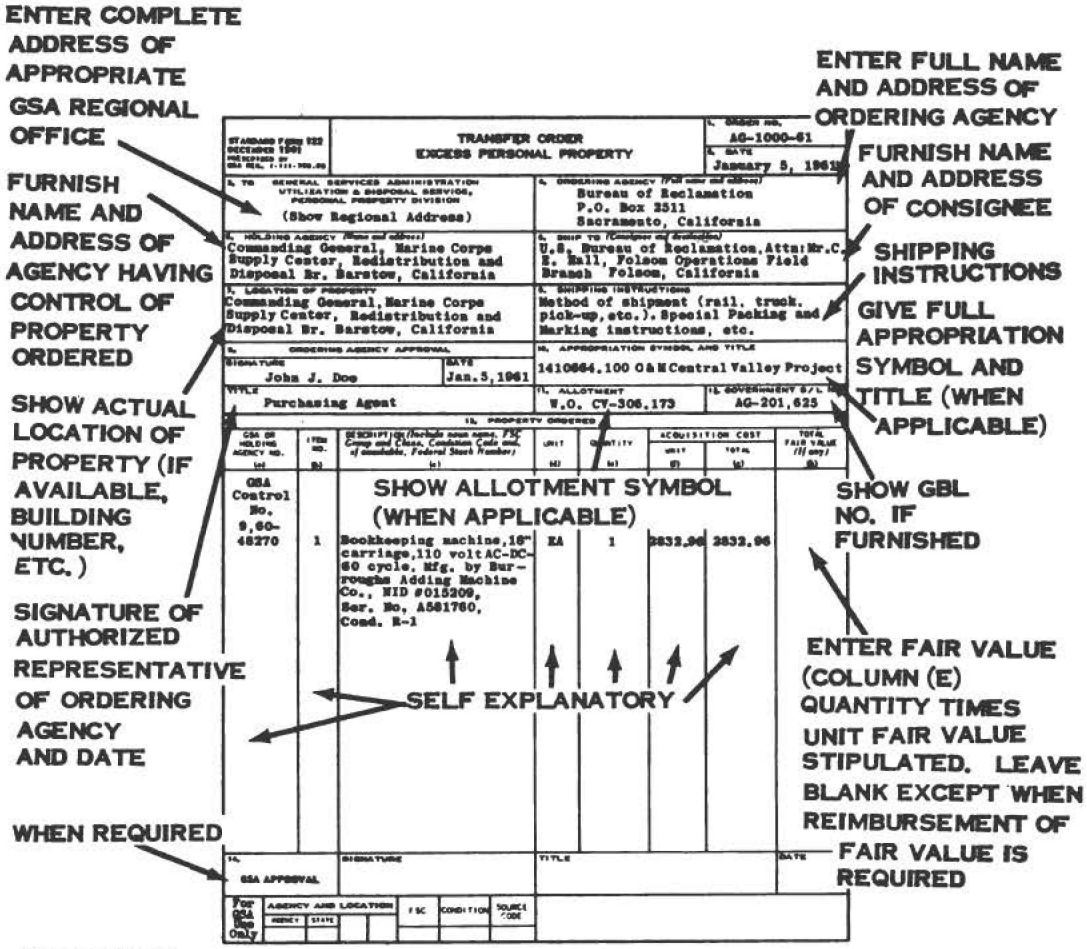
d. Needs of Federal Agencies Paramount. Any need for surplus personal property in process of disposal expressed by any Federal agency shall be paramount to any disposal, if such need is made known to the holding activity prior to shipment or delivery in the case of donation, or prior to commitment to vest title in the purchaser in the case of sale.

TITLE 6400 - PROPERTY MANAGEMENT

*-Exhibit 5

PREPARATION OF TRANSFER ORDER

WHEN ORDER IS SUBMITTED, GIVE ALL DATA SHOWN ON SAMPLE TRANSFER ORDER BELOW.


ENTER COMPLETE ADDRESS OF APPROPRIATE GSA REGIONAL OFFICE
FURNISH NAME AND ADDRESS OF AGENCY HAVING CONTROL OF PROPERTY ORDERED
SHOW ACTUAL LOCATION OF PROPERTY (IF AVAILABLE, BUILDING NUMBER, ETC.)
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF ORDERING AGENCY AND DATE
WHEN REQUIRED
ENTER FULL NAME AND ADDRESS OF ORDERING AGENCY
FURNISH NAME AND ADDRESS OF CONSIGNEE
SHIPPING INSTRUCTIONS
GIVE FULL APPROPRIATION SYMBOL AND TITLE (WHEN APPLICABLE)
SHOW GBL NO. IF FURNISHED
ENTER FAIR VALUE (COLUMN (E) QUANTITY TIMES UNIT FAIR VALUE STIPULATED. LEAVE BLANK EXCEPT WHEN REIMBURSEMENT OF FAIR VALUE IS REQUIRED
SHOW ALLOTMENT SYMBOL (WHEN APPLICABLE)
SELF EXPLANATORY
TRANSFER ORDER EXCESS PERSONAL PROPERTY
AG-1000-61
January 5, 1961
GENERAL SERVICES ADMINISTRATION UTILIZATION & DISPOSAL SERVICE, PERSONAL PROPERTY DIVISION (Show Regional Address)
Bureau of Reclamation P.O. Box 2511 Sacramento, California
Commanding General, Marine Corps Supply Center, Redistribution and Disposal Br. Barstow, California
U.S. Bureau of Reclamation, Attn: Mr. C. E. Ball, Folsom Operations Field Branch Folsom, California
Commanding General, Marine Corps Supply Center, Redistribution and Disposal Br. Barstow, California
Method of shipment (rail, truck, pick-up, etc.). Special Packing and Marking instructions, etc.
John J. Doe
Jan. 5, 1961
1410864.100 O&M Central Valley Project
Purchasing Agent
W.O. CV-306.173
AG-201,625
GSA Control No. 9,60-46270
1
Bookkeeping machine, 16" carriage, 110 volt AC-DC-60 cycle, Mfg. by Burroughs Adding Machine Co., NID #015209, Ser. No. A581760, Cond. R-1
EA
1
2832.96
2832.96
GSA APPROVAL
SIGNATURE
TITLE
DATE
For GSA Use Only
AGENCY AND LOCATION
FSC
CONDITION
SOURCE CODE

IMPORTANT

1. MAKE SEPARATE TRANSFER ORDER FOR EACH DIFFERENT PROPERTY LOCATION.
2. PREPARE TRANSFER ORDER IN FAVOR OF THE HOLDING AGENCY.
3. FURNISH COMPLETE SHIPPING INSTRUCTIONS WITH GOVERNMENT BILLS OF LADING OR TRANSFER ORDER.
4. MAIL 4 COPIES OF TRANSFER ORDER TO THE GSA REGIONAL OFFICE, ATTENTION. PERSONAL PROPERTY DIVISION, UTILIZATION AND DISPOSAL SERVICE. WHEN PRIOR GSA APPROVAL IS NOT REQUIRED, MAIL ONLY 1 COPY OF THE TRANSFER ORDER TO THE GSA REGIONAL OFFICE. -*

6412.35c - Transfers to States. The acquisition and use of Federal excess property by State foresters for forest fire control under the CM-2 program is authorized by the Federal Property and Administrative Services Act of 1949, as amended; the Department of Agriculture Organic Act of 1944, as amended; and the Clarke-McNary Act of 1924, as amended.

The respective responsibilities of the GSA, Forest Service, and States under this program follow. Each lettered paragraph defining a responsibility is followed by an unlettered one containing any necessary comments or procedural instructions.

1. General Services Administration

a. Authorize the transfer of excess personal property to the Forest Service cooperative fire control program under provisions of the Federal Property and Administrative Services Act, as amended, and applicable regulations of the Administrator, GSA.

The GSA will authorize transfer of excess personal property on receipt of *-SF-122, Transfer Order, Excess Personal Property-* which has been approved by the Forest Service. Such orders must clearly indicate that transfer is requested under provisions of the Federal Property and Administrative Services Act and that the property is needed by the State for the Forest Service cooperative fire control program. The following statement should be used: "Transfer of property covered by this order is requested under the provisions of the Federal Property and Administrative Services Act." Other details for handling of *-transfer-* orders are covered below.

b. Authorize transfers of excess property items from the holding agency to the State forestry agency upon receipt of *-transfer-* orders from the Forest Service.

-Transfer- orders should be prepared in accordance with instructions contained in GSA excess property circulars. They must be prepared in favor of the holding agency and include identifying information relating to the declaration of excess. When transfers are authorized, GSA will approve the original and three copies. The original and one copy will be sent to the holding agency as authorization to the transfer of the property. One copy of the GSA-approved *-transfer-* order will be retained by GSA and one copy sent to the State forester.

c. Prescribe the amount of reimbursement required in

the transfer of excess for use under fire control agreements.

The GSA will prescribe the amount of reimbursement that is required. It will notify the holding agency of its responsibility for collecting amount of reimbursement direct from the State. Current policy is that reimbursement will be on the basis of 20-percent fair value for property in N-1 or N-2 condition, zero fair value excess property in all other conditions.

This is exclusive of possible shipping expense or charges for packing and handling made by the transferor.

d. Make excess property lists available to State forestry agencies which have been authorized by the Forest Service, Department of Agriculture, to obtain such property for use in forest fire control work.

The above paragraph is self-explanatory.

2. Forest Service

a. Inform GSA of the State forestry agencies authorized to obtain excess property for use in forest fire control work. Forest Service Regional Offices will furnish GSA regional offices with lists of State forestry agencies which qualify for excess property. Such lists will include the names and addresses of State officials who are authorized to sign and certify purchase orders as outlined below on behalf of the State. These lists will be sent to GSA through the Forest Service division of operation, section of administrative services. They should be revised annually, and GSA regional offices and the Forest Service Washington Office should be kept currently informed of any changes which occur.

b. Mutually determine, with the State forestry agency, need for excess property items within the overall equipment needs of the cooperative fire control plan for the State.

The division of State and private forestry will annually review State forestry agency needs for various classes of excess property. This should ordinarily be done at the time when the financial plan is developed and approved. Such review will include a careful analysis of the types of items requested to determine that all equipment, hand tools, and miscellaneous supplies are usable in the fire control program. In addition, this review will include a determination as to whether the quantities requested are reasonable and not in excess of

foreseeable program requirements. Stockpiling against long-time possible needs will not be permitted. Ordinarily, requests for Federal excess items should be limited to the quantities needed to carry out the program currently financed by the State. Items which do not have direct relationship to the fire control program, or quantities in excess of reasonable requirements, will not be approved.

c. Prepare or approve *-transfer-* orders for excess personal property for use by the State forestry agency in the cooperative forest fire control program under the Clarke-McNary Act.

-Transfer- orders will be sent to Forest Service Regional Offices in quintuplicate. They will be reviewed by the division of State and private forestry or other office having equivalent authority. The conditions relating to items and quantities outlines in item a above must be met before *-transfer-* orders are approved. If found satisfactory they will be approved by Acting Regional Forester and the original and three copies sent through the section of administrative services to GSA.

One copy will be retained by administrative services for record purposes.

d. Assume responsibility for ensuring the collection of fair value for excess property as prescribed by GSA and the reimbursement to the holding agency.

The transferring agency will bill the State when reimbursement is required. State payments will be made direct to the holding agency. The Forest Service will render assistance in cases where misunderstanding may occur to ensure satisfactory completion of the reimbursement obligation. The State will notify the Forest Service by copy of *-transfer-* order the date on which the property was received and whether payment, if required, was made.

e. Maintain administrative control with regard to the use of personal property made available to the State forestry agency from Federal excess the same as with other equipment acquired for use in the cooperative forest fire control program.

The division of State and private forestry or other unit having equivalent authority will maintain control of excess property acquired by the State as is done with other property in the

cooperative forest fire control program.

*-f. Prescribe usage guidelines covering excess personal property acquired in connection with cooperative fire control programs.

These instructions contain the general usage guidelines. They may be supplemental by such Regional guidelines as may be necessary to meet local conditions, but such supplementation shall not be inconsistent with the prescribed usage guidelines.

g. Provide advice and assistance concerning the use of excess property in the forest fire control program.

The above paragraph is self-explanatory.

h. Advise State foresters of changes in policies and procedures in the acquisition of excess personal property.

The above paragraph is self-explanatory.

i. Reassign or dispose of equipment items obtained for but not usable by a State forestry agency in the cooperative fire control program.

This requirement is intended to provide relief for serviceable property which, when received, is found not suitable for the purpose intended. Such items should be reported by the State to the Forest Service Regional Office. The Forest Service may assign the property to another State having need for it in the cooperative fire control program or it may be transferred to the Forest Service if there is need for it. If it is not needed by a State or the Forest Service, it should be reported excess as outlined in FSM 6412.34. If no Federal need for the property exists, GSA will offer it to the Department of Health, Education, and Welfare to afford opportunity to screen for donation to eligible activities. In the absence of either of these requirements, GSA may elect to conduct a sale of the property or authorize the Forest Service to conduct the sale, or may authorize the State to sell the property with the proceeds from the sale being turned over to the regional office of GSA for deposit to miscellaneous receipts.

j. Report items in usable condition, which are no longer required in the program, to the proper GSA regional office for disposal instructions.-*

*-Serviceable property which has been used in the program and found to be excess to a State should be disposed of as outlined in item i.

k. Authorize disposition, either by donation or sale, of unserviceable items as defined in item 3f.

Forest Service Regional Offices shall report such items to the appropriate DHEW regional office for donation screening in the same manner as with serviceable excess items (See item i).-*

3. State

a. Requisition only that property which can, and will, be used in the cooperative forest fire control program. Before requisitioning excess personal property, determine that the item or items are suitable for the intended use in the forest fire control program and that there are sufficient funds to place them in operating condition.

The criteria outlined under item 2b, regarding types and quantities of items to be requisitioned by States are applicable to this paragraph

b. Furnish to the appropriate GSA regional office a list of the type property which will be needed in the forest fire control program as agreed upon with the Forest Service.

States will annually prepare lists covering general classes of commodities for which need is anticipated in the cooperative forest fire control program. These will be received and approved by the Forest Service Regional Office before they are sent by the State to the GSA regional office serving the area. Copies of the approved lists should be furnished the Forest Service Regional Office. Such lists may be amended or supplemented periodically.

c. Submit requisition with the following required certification to the Forest Service for transfer of property for use in the forest fire control program:

Certification

This requisition covers the acquisition of Federal excess property for use pursuant to the cooperative agreement authorized by section 2, Clarke-McNary Act, with the

Department of Agriculture for fire control activities. The property is not being acquired for sale, exchange, or trade-in and will be used or disposed of in accordance with instructions issued by the Forest Service.

(Date) State Forester

-Transfer- orders will be used as requisitioning documents. They should be submitted in quintuplicate to the Forest Service Regional Office. After the transfer is completed the State will furnish the Forest Service Regional Office a copy of the *-transfer-* order indicating thereon the date of receipt of the property and the date when reimbursement was made if applicable.

d. Maintain auditable records on Federal excess equipment in the same manner as for other equipment secured and used in the cooperative forest fire control program regardless of whether such property is obtained with or without reimbursement.

The State will maintain files of *-transfer-* orders by fiscal years for all property acquired for use in the cooperative forest fire control program. These will be used for audit purposes by the Forest Service Regional Office. When equipment items have been disposed of, the applicable purchase order should be posted to clearly indicate disposal action for the equipment. Neither consumable supplies nor equipment items having an original acquisition cost of $50 or less need be so recorded.

e. Not rent Federal excess personal property or permit the use of such property for other than incidental use outside the forest fire control program.

The property acquired by the State is transferred from Federal excess for use specifically in the cooperative forest fire control program. Incidental use is use not directly related to the fire control program and is intended to cover use only during periods when the property is not needed for fighting fires or for fire standby. Incidental use shall be held to a minimum and is authorized only when such use will not result in abnormal wear and tear. Use of property contrary to the intent of this cooperative program may jeopardize the acquisition privilege.

-f. Dispose of Federal excess property items which have-

*-become unserviceable through wear, damage, or obsolescence and are determined to be uneconomically repairable or useable in accordance with specific instructions of the Forest Service.

Specific disposal instructions of the Forest Service Regional Office must be obtained prior to disposal by any means of any item of unserviceable equipment having an original unit Federal cost of more than $500. Disposal may be by donation for educational and public health purposes, or by sale as directed by the Forest Service Regional Office. Disposal by sale would normally be handled under State procedures. Proceeds from sale of this category of property may be retained by the State, provided such proceeds are set aside for and used in the cooperative fire control program. If such funds cannot be used directly in the program, the amount shall be reported to the Regional Forester for instructions as to deposit to the credit of the United States.-*

A file on each *-disposal transaction, including donation documents-*, invitation for bids or sales offering, abstract of bids or offers, and sales document, will be sent to the Forest Service Regional Office for retention in accordance with FSH2 6232.1, Handbook on File System. Care must be exercised in determining property to be in this condition.

g. Report usable equipment items which are no longer needed in the cooperative fire control program to the Forest Service and request instructions for disposal.

This applies to serviceable equipment only. Disposal will be handled the same as property obtained for, but not usable by the State forestry agency.

h. Provide adequate protection for usable property which is not needed or cannot be used in the fire control program pending disposition. In the event the State is authorized by GSA to sell the property, the sale will be handled promptly and the receipts surrendered in accordance with GSA instructions.

-i. Permit authorized representatives of GSA, DHEW or other Federal agencies to screen for further Federal utilization or donation of those excess or unserviceable items which have been reported to a Forest Service Regional Office for disposal instructions and which that office has reported to GSA or DHEW.-

Noncompliance with the above instructions will make a State ineligible to acquire Federal excess personal property until State policy is revised in a manner satisfactory to the Forest Service.

6412.36 - Personal Property Reports. Forests and Research Project Locations will submit original of Form AD-227 (Rev. 8-62), Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property, to the Regional Office or Station by the 10th of each month following the close of each calendar quarter. The consolidated Region and Station report (original only) is due in the Washington Office by the 16th of the month following the quarter being reported. The instructions in the form are self-explanatory.

6412.4 - Utilization of Abandoned and Forfeited Personal Property.

1. Purpose. This code provides the policies and methods for reporting utilization and transfer of private property which has been abandoned or forfeited to the United States.

2. Definitions. For the purpose of this regulation, the following terms have the meaning set forth below:

a. Abandoned. Abandonment of property by private owners in such a manner as to vest title therein in the United States.

b. Forfeited. Forfeitures of property by private owners to the United States, whether by summary process or by order of a court of competent jurisdiction.

3. Reporting

a. Policy. In view of the specialized nature and probable limited application in the Forest Service for taking custody of abandoned and forfeited property, all cases will be referred through channels to the Office of Plant and operations (5 AR 632.6).

b. Exceptions. The following abandoned and forfeited property is not required to be reported:

(1) Scrap and salvage.

(2) Animals.

(3) Money and valuable securities.

(4) Property dangerous to public health and safety.

(5) Property not the subject of a court proceeding desired to be retained by the holding agency for official use.

(6) Any item or group of similar items having a value of less than $100.

(7) Seeds, plants, or misbranded packages seized pursuant to authorities provided by law.

4. Transfer to Seizing Unit. Seizing units having a need for property subject to court action to determine whether it will be forfeited may request retention of such property by endorsement on the report at the time of submission or by subsequent memorandum to GSA. If the seized property is forfeited to the United States, the GSA will authorize the seizing agency to take title on behalf of the Government.

5. Transfers to Other Federal Agencies

a. Information of Availability. Abandoned and forfeited property (except forfeited property required by the seizing unit) reported to the GSA will be made available by that Administration to other Federal agencies by dissemination of information through (1) notification by personal contact with Federal agencies believed to have an official use for the property, and (2) circularization of lists of items believed to have special value or significance, to appropriate, to appropriate Federal agencies.

b. Request for Transfer of Abandoned and Forfeited Property. Regions and Stations having a need for abandoned and forfeited property known to be available for transfer

(Continued on next printed page)

*-should request such property by the submission of a purchase order, form AD-38 (original and two copies) to the Utilization and Sales Division, Federal Supply Service, GSA, Region 3, GSA Regional Office Building, Washington 25, D.C., for approval. Purchase orders should show the following information:

(1) Agency having custody of the property.

(2) The report number on which the property is listed, if available, or other information regarding its availability.

(3) Description and location of the property.

(4) The fair unit value and total amount.

Upon approval of the purchase order by the GSA, a transfer document, will be issued with authorization to take title to the property for the government.

c. Request for Seized Property Subject to Court Action. Seized property subject to court action to determine whether it may be forfeited, if not required by the seizing agency, may be requested by the submission of a memorandum to the GSA Utilization and Sales Division at the above address, setting forth the need for the property by the requesting agency. If proceedings are to be, or have been, commenced for the forfeiture of the property by court decree, application will be made by the GSA to the court prior to entry of a decree for an order requiring delivery of the property to a requesting agency.

d. Approval of Orders for Forfeited Distilled Spirits. Purchase orders for transfer of forfeited distilled spirits shall be prepared in accordance with item b above. Such purchase orders, however, shall be signed by the Chief or Acting Chief, Procurement and Property Management Division, Office of Plant and Operations.

6. Inspection. As the condition of abandoned and forfeited property will be based entirely upon written information furnished by the activity reporting the property, it is suggested that interested activities arrange, whenever possible, for inspection to determine its suitability prior to the submission of purchase orders to the GSA.

7. Passenger-Carrying Vehicles and Airplanes. Requests for transfer of forfeited or abandoned passenger-carrying vehicles-*

*-and airplanes should be made only when the requesting region or station has authority to acquire such property.

8. Reimbursement. Fair value reimbursement for forfeited or abandoned property acquired for use will be in accordance with FSH 6412.35b, item 5 unless otherwise directed by the GSA. In addition, there may be a requirement to (1) reimburse the seizing or holding agency for costs incurred incident to care and handling, (2) satisfy such liens against forfeited property as are allowed by a court, and (3) in the case of abandoned property, deposit into a special account the "fair market" or "just compensation" value of the property at the time title thereto was vested in the United States, less care and handling costs, so that compensation may be made in the event the former owner makes a proper claim therefor (within 3 years from the date title was vested in the United States) and the claim is allowed.

9. Status of Property Assigned or Transferred. Any property delivered for official use under this section shall thereupon lose its identity as abandoned or forfeited property and, when no longer required for official use, shall be reported as excess in accordance with FSH 6412.34.-*

6412.41 - * * * * *

6412.42 - * * * * *

6412.43 - * * * * *

6412.44 - * * * * *

6413 - *-DISPOSITION OF SURPLUS PROPERTY

1. Determination as Surplus. Excess property not transferred shall be deemed to be surplus when it is (1) released for disposal by GSA when reported thereto, (2) released disposal by an area chairman when reported thereto, or (3) determined to be surplus by the holding agency in accordance with FSH 6412.34, item 2d and it is not reportable to an area chairman or GSA.

2. Holding Period. Surplus property which has been released for disposal or which is not reportable to an area chairman or GSA and has been determined to be surplus by the holding unit, shall not otherwise be disposed of for at least 15 calendar days after release or determination as surplus, so as to afford the Department of Health, Education, and Welfare (HEW) an opportunity to determine whether such property is usable and necessary for education, civil defense, or public health purposes or research for such purposes, except that perishables, dangerous property,-*

scrap, and salvage need not be so held.

3. Disposal Priorities. Surplus property authorized for disposal will be disposed of in accordance with procedures outlined for the various methods of disposal in the following order:

a. Donation for major disaster relief (FSH 6413. 11).

b. Donation for education, civil defense, or public health purposes (FSH 6413. 13).

c. Sale (FSH 6413. 2).

d. Donation to public bodies (FSH 6413. 3).

e. Destruction or abandonment (FSH 6413. 4).

f. Reports (5 AR 631c).

6413. 1 - Donations for Public Welfare

6413. 11 - Major Disaster Relief. *-Surplus equipment and supplies shall be donated to State and local governments to provide assistance in alleviating suffering and damage resulting from major disasters, in accordance with the direction of the Department of Defense, Office of Civil Defense, pursuant to Public Law 875, 81st Congress, 64 Stat. 1109, as amended (42 U. S. C. 1858 et seq.); Executive Order 10427 of January 16, 1953; and Executive Order 10952 of July 20, 1961. -*

6413. 12 - American National Red Cross. Pursuant to Public Law 200, 84th Congress, and regulations of the GSA issued in connection therewith (GSA Reg. 1-IV-204), surplus personal property which has been identified as having been processed, produced, or donated by the American National Red Cross shall, unless otherwise directed by the GSA, be made available for donation to the Red Cross for charitable purposes prior to any other disposal thereof. Applicable donation procedures are not detailed herein and in the event an agency should have any of such property to dispose of, appropriate donation or other disposal instructions should be requested from the Office of Plant and Operations.

*-6413.13 - Educational, Public Health, and Civil Defense Purposes

1. Authority. The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484), and regulations issued pursuant thereto, provide that surplus personal property (equipment, materials, books, or other supplies) shall be made available by holding agencies for donation for educational, public health, or civil defense purposes, including research, before it is otherwise disposed of. This includes property included in working capital funds established pursuant to section 405 of the National Security Act of 1947, as amended, or similar management-type funds, except as determined by the GSA. Surplus contractor inventory, however, may not be donated unless specifically authorized by the Office of Plant and Operations.

2. Exception. Under a special exception granted by the GSA, there is no requirement to make surplus loose cotton, animals, animal products, and agricultural commodities produced or acquired in connection with research, inspection, classification, grading, regulatory, or other service activities, available for donation prior to other disposal. The donation of the exempt items for educational, public health, or civil defense purposes, including research, is not prohibited when a need for such items is made known to the holding agency by HEW or State surplus property agency representatives.

3. Screening of Property by Department of Health, Education, and Welfare and State Agencies. To determine whether to request such property for donation, representatives of the Department of Health, Education, and Welfare and duly accredited representatives of State surplus property agencies are authorized to screen, at appropriate times:

a. Excess personal property (and lists and records thereof, when available) not required to be reported to the GSA, as listed in FSH 6412.34, item 7, except perishables, property dangerous to public health or safety, and property determined by competent authority to be classified for reasons of national security.

b. Reports, in GSA field offices, of excess personal property.

4. Cooperation of Area Chairmen and Holding Units. Units shall cooperate with the Department of Health, Education, and Welfare and State surplus property agencies in locating donable property, and, upon reasonable request, shall make available complete information regarding the quantity, description, condition, and location of donable property. Formal reports or-*

*-listings of surplus property are not required to be submitted to HEW or State surplus property agencies, but where practicable, HEW field offices or representatives should be informally advised of the availability of surplus property that would be useful for education, civil defense, or public health purposes when the disposition of the property would be facilitated by donation.

5. Determination of Need by Department of Health, Education, and Welfare. The Department of Health, Education and Welfare may determine that any excess property screened in accordance with item 3 above, is usable and necessary for educational, public health, or civil defense purposes. The Department of Health, Education, and Welfare must make such determinations within a period of 15 days after the area chairman (for non-reportable property) or the GSA (for property reported thereto) has determined the property to be surplus and released it for disposal by the holding agency. The Department of Health, Education, and Welfare will forward three copies of such determinations to the appropriate field office of the GSA for donation approval and one additional copy to the holding unit.

6. Approval of General Services Administration. If donation of the property covered by a determination is approved by the GSA, one copy of the GSA approved determination will be transmitted to the originating office of the Department of Health, Education, and Welfare and one copy to the holding unit.

7. Forty-Day Holding Period. The holding unit's copy of the approved determination will be its authority to hold the property for a period of not to exceed 40-calendar days from date of the determination, pending receipt of a properly certified application from an educational or public health institution (item 9 below).

8. Disapproval by General Services Administration. If the donation of any property covered by the determination is disapproved by the GSA, in whole or in part, notice of such disapproval will be forwarded to the appropriate Department of Health, Education, and Welfare office and a copy of the determination with appropriate notation will be forwarded to the holding unit with disposal instructions for the disapproved property.

9. Applications, Shipping Instructions and Costs. Applications from educational or public health institutions or civil defense organizations for property approved for donation must adequately describe the property, and provide complete shipping instructions. Also, that the applicant agrees to pay the cost of care and handling incurred incident to donation, including packing, preparation for-*

*-shipment, shipping, loading and transporting the property. All approved applications must contain a Department of Health, Education, and Welfare certification that the property requested is usable and necessary for educational, public health, or civil defense purposes, including research for any such purpose and that the applicant is eligible to receive the property allocated to him on the basis of need and usability. The original and two copies of the certified application (or less if mutually agreed upon) will be transmitted to the holding unit by the appropriate Department of Health, Education, and Welfare office.

10. Shipment. Upon receipt, within the 40-day period prescribed in item 7 above, of a properly certified application for donable property, the holding unit shall promptly ship or deliver the property covered thereby (unless the property was or is needed for Federal use) in accordance with the shipping instructions contained in the application. If the shipping instructions are omitted or indicate that the donee will pick up the property, notification shall be given the donee that the property is ready for shipment or pickup, that it will be held for 15 days pending pickup or receipt of proper shipping instructions and if pickup is not made or shipping instructions are not received within that period the property will be otherwise disposed of. A copy of this notice should be sent to the Department of Health, Education, and Welfare office which made the allocation.

11. Expiration of 40-Day Allocation and 15-Day Notification Periods. If a certified application is not received within the 40-day period prescribed in item 7 above, or the property is not picked up or shipping instructions are not received within the 15-day period prescribed in item 10 above, the property may be otherwise disposed of as surplus (FSH 6413). The holding unit may, however, under appropriate circumstances, recognize certified applications received after the expiration of the 40-day period or release or ship the property after the 15-day period.-*

6413.2 - *-Disposal of Surplus Personal Property by Sale

6413.21 - General Surplus Sale Provisions. Surplus personal property cleared for disposal by sale, and exchange items for cash sale, shall be sold by competitive bid sale after advertising, except that such property may be sold by negotiated sale where one or more of the following conditions apply: (1) the estimated fair market value involved in any case does not exceed $1,000; (2) bid prices, after advertising therefor, are not reasonable (either as to all or some of the property) or have not been independently arrived at in open competition; (3) the disposal will be to States, territories, possessions, political subdivisions thereof,-*

*-or tax supported agencies therein, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation; (4) necessary in the public interest during the period of a national emergency declared by the President or the Congress (5 AR 635.6); (5) the public health, safety, or national security will be promoted by the use of negotiation; (6) public exigency will not admit of the delay incident to advertising, such as disposals of perishable food or other property or necessary disposals for preservation of human life or the alleviation of human suffering; (7) negotiation is otherwise authorized by the Federal Property and Administrative Services Act of 1949, as amended, or other law.

1. Reasonable Inquiry. In making sales by negotiation, competition shall be solicited to the maximum extent feasible under the circumstances, in order that property may be sold at the best price obtainable.

Written justification for negotiated sales in excess of $1,000 shall be prepared at least 30 days in advance and submitted in quadruplicate to the Office of Plant and Operations for prior approval.

2. Local Requirements. In making sales, due consideration should be given to needs in the locality in which the surplus property is available, keeping in mind that the best return to the Government should be obtained. In selling materials and equipment suitable for farm use, farmers should be given full opportunity to bid. Solicitation should also be made of small business firms in the area.

3. Surplus Perishable Products. The ownership of products which may result from cooperative activities shall be specified in the agreement under which the activities are to be undertaken. Sale of such products is subject to the provisions covered herein, in addition to any procedure that may be required by the cooperative agreement or the cooperating agency.

6413.22 - Surplus Sale Authority. See limitations on sales authority, FSM 6411.21.

6413.23 - Sale of Surplus Government Property to Employees. Personal property offered for sale by the Forest Service may be purchased by Federal employees provided: (1) the sale is based on the usual practice of advertising when the estimated fair market value exceeds $1,000; or (2) the sale is based on the usual practice of soliciting informal written quotations when the estimated fair market value is $1,000 or less; or (3) the sale is-*

handled by auction and the employee bids competitively with the general public regardless of the recovery value; and (4) the employee did not use the property, was not accountable for the property, and was not in any way connected with its condemnation, declaration as excess or sale, except:

1. Surplus perishable products may be sold to employees at the best prices obtainable in quantities not exceeding the needs of their immediate households.

2. Special clothing and other articles of personal equipment purchased, as provided for the exclusive use of and fitted to an individual employee, may, when not otherwise usable by the Forest Service and in all respects surplus to the needs of the Government, be sold to such employee at the best price obtainable in the event of his separation from the Service or permanent assignment to duties not requiring such clothing or equipment.

6413.24 - Disposal Bid Solicitation Procedure. *-Bids will be solicited by field offices and accepted in amounts not to exceed the delegated sales contracting authorities (FSM 6411.21). Regional Offices and Stations will request special authority from the Washington Office to accept bids exceeding their delegated authority. The request shall include a summary of the sale items, the amount of authorization needed, and the position occupied by the contracting incumbent. The Washington Office will request the Department's concurrence.-*

1. Competitive Bid Sales. Competitive bidding procedures are as follows:

a. Telegraphic Bids. Telegraphic bids should not be called for unless definitely advantageous to the Government. Telegraphic bids will not be considered unless called for in the invitation, but modification by telegram of bids already submitted, immediately confirmed by mail, will be considered if received prior to the time set for opening. If telegraphic bids are requested, any such bids must be confirmed in writing before an award is made. In such instances the invitation should be worded to indicate that telegraphic bids will be considered if immediately confirmed by mail. Confirmation should be made on SF-114A, *-Sale of Government Property Invitation, Bid and Award, -* if practicable.

b. Sealed Bid Sales. Advertising shall be by distribution of written invitations for bids (including public posting) and may be supplemented by newspaper or trade journal advertising (ordered in accordance with existing law) where advisable. Bidders shall be required to submit sealed written bids on authorized forms to the office designated for receipt and opening of bids, for public opening at a time and place designated. See FSH 6413.26 for method of payment.

The contracting officer will complete the acceptance block on SF-114A for the accepted high bids. See FSH 6530 relative to handling of deposits with bids. If the balance of the purchase price is not paid at time of award, the successful bidder should be billed promptly therefor on form 6500-89 and the bid deposit with covering form 6500-89 forwarded to *-the -* division of fiscal control.

Form 6500-89 should be prepared and processed as instructed in FSH 6530.

An original and 2 copies of form AD-107 will be prepared showing the details of the sales transaction including "Inventory value" of *-nonexpendable-* property as shown by the property cards. *-When the nonexpendable property is involved, -* the unit will assign a property document number to the AD-107, post to the property records, fill in certification of property officer, and place 1 copy in the property voucher file.

-Contracts and related- papers will be sent to the division of fiscal control, *-in accordance with FSH 6413.26. -*

c. Auction Sales. Prior to planning use of an auction sale as a method of property disposal, see 5AR 635.9f(3). Sales should ordinarily be advertised in newspapers or trade journals (in accordance with existing law--item 6b) in addition to other written notice deemed appropriate. Such sales may be made either by qualified personnel designated or, when authorized, by public auctioneers. Terms and conditions of sale shall be announced by the person conducting the auction, immediately prior to commencement of the sale. Such offerings must reserve in the Government the right to accept or reject any or all bids. Lots for which all offers have been rejected may be reoffered later at the same sale to secure acceptable bids.

A record of highest bidders should be maintained during the sale, listing the name of purchaser, description or number of item purchased, and amount of bid. Each highest bid should be immediately confirmed at the sale on SF-114A or comparable form. Each purchaser paying in cash will be given a receipt on Form 6500-103, Temporary Receipt for Cash Payment.

The proceeds of the sale should be forwarded promptly to the chief, division of fiscal control, together with a covering form 6500-89 in the name of the collection officer for the entire amount forwarded. Currency and coin may be converted into postal money orders.

A form AD-107 should be prepared showing the amount collected from each buyer, description of items purchased, and amount. In the "Inventory value" column of form AD-107, show the value of the individual items as shown on property cards. The total to be credited to the control account should be noted on the form. A copy of form AD-107 should be forwarded to the chief, division of fiscal control, for entry in the control accounts.

Forms 6500-89 should be processed as instructed in FSH 6530. No amount should be withheld for auction expenses. Reimbursement for money order fees may be claimed on SF-1012, Travel Voucher, SF-1164, Claim for Reimbursement for Expenditures on Official Business, or obtained from an Imprest Fund cashier.

d. Spot Bid Sales. Advertising shall be by written invitation for bids or other appropriate written notice (including public posting). Notice of such sales may also be given appropriate newspaper or trade journal advertising (ordered in accordance with existing law--item 6b) where advisable. Bidders shall be furnished with bid forms, including any special conditions of sale in printed forms, in advance of the bidding, and a separate bid form shall be used for each lot or unit to be sold separately. The right to reject all bids shall be reserved in the terms of the sale. Bidders may be required to register in advance of the sale

In requesting bids at this type of sale, the designated official in charge shall announce the item or lot, and its identification number, and give a brief description of the property. Bids shall be made on the bid forms and submitted when requested by the official in charge. Awards shall be made or all bids rejected immediately following the offering of the item or lot, and item or lots for which all bids have been rejected may be reoffered at the same sale in order to obtain an acceptable bid price. The bids shall not be disclosed except at the announcement of the award. If mailed written bids are permitted they shall be sealed and not disclosed except at the announcement of the award. Guides for determining whether the spot bid sale method should, in a given case, be employed in selling property, and the procedure to be used in preparing for and conducting spot bid sales, are provided in GSA circular 114, dated October 21, 1955. In view of the limited application of the spot bid sale method in the Forest Service, the guides and procedures are not reprinted here. However, sales officers contemplating sales by the spot bid method should be familiar with the above circular.

2. Negotiated Sales. Conditions warranting this method of sale are described in FSH 6413.21. All details of negotiated or open-market sales will be shown on AD-107. The property and collection procedure under competitive bids will be followed for these sales.

3. Lotting. To the extent practicable, and consistent with the type of property and usual commercial practice, property offered for sale shall be assembled into reasonably sized lots of like or similar categories of items. *-Unused property shall be lotted separately from used items. Scrap and other property having scrap value only shall be lotted in accordance with established trade practice and shall generally not be included in the same sale with usable items. Determination of the size of lots shall take into consideration the buying capacities of prospective buyers and the requirement that adequate competition be obtained. Larger quantities of identical items shall be lotted in such a way as to encourage bidding by small businesses and individuals. -*

4. Inspection by Bidders. Except where the nature or the condition of the property does not permit, a sufficient number of days should be allowed after the date of advertisement to give prospective bidders ample time to inspect the property and, when competitive bids are invited, to prepare and submit bids prior to the date of opening. In addition to the printed provisions of clauses 1 and 2 of the General Sale Terms and Conditions,

SF-114C, and the printed note of caution on each page, provision should be included in the typed portion of the invitation, conspicuously displayed, cautioning bidders to inspect the property physically before bidding.

5. Reviewing Authority. Approval by the chief, division of operation, shall be required for each proposed award involving the sale of surplus by advertised bid when the acquisition cost (actual or estimated) of such property is *-$100,000-* or more * * *.

6. General Advertising. Adequate public notice of personal property to be sold by competitive bid shall be given to permit full and free competition. The extent of advertising shall have due regard to the quantity and type of property to be sold, the logical market for disposal, the type of sale contemplated, and the public interest. Three copies of all invitations or other offering literature shall be transmitted, at the time of offering, to the appropriate GSA field office for the Region in which the property is located. Methods of advertising for competitive bid sales, in addition to written invitations to bid, are as follows:

a. Public Posting. Notices of proposed sales should be posted in the local courthouse, post office or other public place, if practicable, in order to obtain the widest competition possible.

b. Newspaper or Trade Journal Advertising. If the value of the articles to be sold justifies newspaper or trade journal advertising, such advertising may be obtained upon approval of the Regional office. In placing official advertising, no favoritism shall be shown to any publication and there shall be no discrimination either for or against any publication because of its editorial attitude. The sole consideration to govern in the placing of advertising shall be the legality of the use of the medium and its adequacy for the accomplishment of the purpose of the advertising (44 U.S.C. 324, 322).

c. Free Advertising. In some cities there are publishing firms, commercial advertising firms, chambers of commerce, and others which publish lists of Government invitations for bids, etc., free of charge. Copies of invitations for bids on the sale of property should be furnished for free advertising when available.

for deliveries made. If it is determined that a performance bond is necessary, provision may be made in the invitation to bid for one bond to guarantee both performance and payment.

8. Deposits. Bid deposits may be required in amounts determined to be appropriate where the contracting officer deems such action necessary or desirable in the interest of the Government. Such deposits may be in the form of cash, postal or express money order, cashier's certified or traveler's check, or a combination of any of these. Bid deposits in the form of money orders or checks shall be made payable to Forest Service, USDA. Sales should specify how such instruments shall be made payable. In no event, however, shall any such instrument be rejected solely on the ground that it is made payable to the Treasurer of the United States. Applicable fiscal requirements pertaining to the bonding of employees who handle cash or negotiable instruments and for the handling of bid deposits are found in FSH 6506 and FSM 6530, respectively.

If desirable, bidders may be required to furnish performance bond to ensure completion of the contract. If it is considered advisable to require a performance bond, the invitation for bids shall so specify. The amount of the bond may be in any amount determined by the contracting officer to be sufficient to protect the interest of the Government, but not exceeding 100 percent of the amount of the bid. *-Except as stated in item 9, property shall not be released until the full purchase price is paid.

9. Waivers of Payment for Property Prior to Removal. In the case of sales to State and local governments and instrumentalities thereof, the requirements for bid deposits and payment for property prior to removal shall be waived whenever representation is made in writing by an official of such State or local government or instrumentality that compliance therewith is precluded by laws applicable to such governments. These requirements may be waived in the case of sales where otherwise deemed in the interest of the Federal Government. -*

10. Forms. Standard Form 114, Invitation, Title Page; 114A, Bid and Award Page; 114B, Item Bid Page; and 114C, General Sale Terms and Conditions, shall be used in the solicitation of formally advertised bids and in awarding contracts for the sale of surplus and "exchange" property, except real property. There is no objection, however, to the use of the forms in the sale of real property. These forms may also be used for documenting negotiated sales.

The forms are available in either 4-sheet sets or 2-sheet sets. The 4-sheet sets consist of the standard forms 114, 114A, 114B, and 114C on separate sheets and are designed for use in sales covering a large number of items. The 2-sheet sets consist of SF-114 with SF-114A on the reverse; and SF-114B with SF-114C on the reverse. Ordinarily, the 2-sheet set with continuation sheets, available separately, should meet most sales requirements.

11. Conditions Generally Applicable to Property Disposal Sales

a. General Conditions. The usual terms and conditions applicable to sales contracts are contained in standard forms 114, 114A, 114B, and 114C. Additional terms, conditions, and instructions considered necessary may be incorporated in the bid, by so providing in the invitation, but no special conditions of sale shall be included which are inconsistent with the provisions contained in the cited forms.

b. Removal of Property. Bids should describe the articles that are offered for sale and include a provision for their removal from the premises by the purchaser within a specified time. Cellars, pits, and excavations obviously are not salable assets as they cannot be removed to another location. The specifications may require the purchaser to repair or remove conditions caused by his removal of the articles purchased, such as (1) damage to grounds or other facilities, (2) abnormal hazards to safety of persons and animals, and (3) debris. This work may be required only to the extent the condition was caused by the removal work. For example, a chimney left standing after removal of the building around it is a hazard to persons or animals who rightfully may be on the area, therefore the specifications may require the purchaser to raze it. To require a purchaser of the movable assets to fill in the excavations other than to remove a hazard, or clean up the area in general as part of the consideration for the building, would be an exchange of property for performance of work. It is probable that the work of pushing over foundations and filling in excavations (beyond that needed solely to remove a safety hazard) can be done at less cost by the purchaser of the movable assets than separately by the Government or another contractor. For this reason a separate transaction can be negotiated with him for such work. Also see clause 6 on SF-114C.

* * * * *

d. Sale of Used Equipment When Purchasing New Replacement Items. When used equipment is not to be disposed of until delivery of new replacement items, a special condition should be included in the invitation substantially as follows:

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of work. It is probable that the work of pushing over foundations and filling in excavations (beyond that needed solely to remove a safety hazard) can be done at less cost by the purchaser of the movable assets than separately by the Government or another contractor. For this reason a separate transaction can be negotiated with him for such work. Also see clause 6 on SF-114C.

-c.- Sale of Used Equipment When Purchasing New Replacement Items. When used equipment is not to be disposed of until delivery of new replacement items, a special condition should be included in the invitation substantially as follows:

> This equipment is being disposed of contingent on the delivery of new replacement equipment, and the Forest Service reserves the right to operate the old equipment until delivery of the new equipment has been made. _____ calendar days after notice, computed from date of mailing, to the successful bidder that the new equipment has been delivered will be allowed for the removal of the old equipment. Such equipment will be surrendered to the successful bidder in as good condition, normal wear and tear excepted, as at the time of inspection. In the event the old equipment is damaged by accident or otherwise, except by normal wear and tear, during the period of use by the Government, after acceptance of the bid, the offer may be withdrawn at the option of the bidder or the Forest Service.

-d.- Government as Shipper. *-The name of the donee or purchaser and not the Government shall be shown on all collect commercial bills of lading for the shipment of property donated or sold. -*

-e.- Applicability of Federal Excise Taxes. Federal manufacturers' and retailers' excise taxes are not applicable to the sale or other disposal by the Government of surplus personal property or the disposal of contractor inventory. Federal manufacturers' excise taxes do not apply to subsequent sales, including uses, by purchasers of Government property and contractor inventory. Federal retailers' excise taxes apply to subsequent sales but not to subsequent uses by the purchasers unless the subsequent sale is made

for resale and a certificate of resale is obtained. The foregoing does not apply to gasoline, and holding agencies shall make appropriate arrangements with the *-Internal Revenue Service-* with respect to the disposal thereof. Questions relating to the applicability of Federal excise taxes arising from the disposal of surplus property or contractor inventory should be referred by field units to the Regional Office or Experiment Station.

-f. - Covenant Regarding Contingent or Other Fees for Soliciting or Securing Contracts. See FSH 6320 for explanation of procedure for obtaining information concerning contingent or other fees paid by bidders for soliciting and securing Government contracts.

*-g. Nondiscrimination Clause in Contracts. The nondiscrimination clause prescribed by Executive Order 10925 of March 6, 1961 (FSM 6301.17) shall be included in all contracts for the sale of personal property involving work to be performed by the purchaser, other than normal pickup and delivery of the property as well as related packing and loading.

h. Contract Work Hours Standards Act. The provisions of the Contract Work Hours Standards Act are not applicable to sales contracts where the work to be performed by the purchaser is in removal of the property incidental to the sale and is for the benefit of the purchaser. Examples of such contracts are sales of (1) Government-owned structures or equipment requiring demolition and removal, (2) garbage collection privileges, (3) standing timber and other crops, and (4) silver recovery privileges (18 Comp. Gen. 337).

i. Description of Property. -*

(1) Unused Property. Surplus property should not be described as new. It is far better to describe unused property as "unused" because the word "new" carries the implication that it is in the same condition as when received from the initial supplier. Frequently, unused surplus property is not in that condition due to storage, temperature, humidity, handling, or age. The use of the word "new" might induce a potential buyer to bid without advance inspection. When a successful bidder takes possession of the property and finds; for example, that protective

grease on hand tools has dried out, wrappings have been disturbed or removed, containers damaged, or rust has begun to accumulate on metal, he may not have a cause of action against the Government, but he may have a meritorious complaint at having been misled by the Government.

To the extent practicable, qualifying information, when known and applicable, should be included; such as, "unused, some cartons damaged"; "unused, surface rust on some items"; "unused, some parts missing"; "unused, rubber may be deteriorated"; or "unused, packed for export, condition unknown."

(2) Used Property. If property has been used, there should be some indication, if feasible, of its general condition. It should be noted that the condition codes (N-1, E-2, R-3, etc.) are for internal use in the Government in reporting excess property, and are not generally or fully understood by the public. Consequently, it is better to use some simple explanation that is more informative to potential bidders. Exact degrees of condition are matters of such wide interpretation, technical knowledge, and individual opinion that general terms, which will avoid subsequent dissatisfaction or controversy, should be used. The best judgment is needed in this matter. Suggested examples of reasonable descriptions of unused property are: "used, in varying degrees of condition"; "used, repairs required"; "used, parts missing"; "used, various items rusted, broken, or deteriorated."

The use of the term "scrap" particularly requires good judgment. While appropriate in some instances, the indiscriminate use of the terms "scrap" and "salvage" may unnecessarily reduce the return to the Government. Broken pieces of pipe, broken parts, production scrap (filings, shavings, etc.), and comparable items may be propery described as "scrap." However, many pieces of equipment that are badly worn, deteriorated, or outmoded and considered "scrap" by the owning agency, may have value to a potential buyer by repair or adaptation, or for recovery of parts. Merely describing such equipment as "used" could be equally misleading. When it is known that items are in very bad condition, perhaps bordering on the "scrap" category, they

should be described in terms to alert a potential bidder, such as "used, extensive repairs required"; "used, parts missing or broken"; or "used, may have value for salvage of parts."

*-(3)-*Misleading Descriptions. A special effort should be made to ensure that descriptions are conservative, accurate, and clear. An actual example to the contrary is quoted from a recent bid invitation:

> 8 Oak and Mahogany double pedestal desks (some as is).

Even though all items in the particular sale were offered "as is," in accordance with the general sale terms and conditions of SF-114C, a reasonable interpretation of the above description would be that some of the desks were not offered "as is." Such ambiguous and unintended descriptions could possibly lead to disputes and litigation.

A motor vehicle from which the tires have been removed should be described as having no tires; if the motor has been removed, that fact should be disclosed.

*-j. -*Remission of Liquidated Damages. The Comptroller General is authorized by law (41 U.S.C. 256a), on the recommendation of the Secretary, to remit liquidated damages assessed against a purchaser for delay in the payment for or removal of property (Comp. Gen. Dec. B-143542, dated Aug. 30, 1960). See FSH 6326.1 for procedure applicable thereto.

*-k. Assistance in Controlling Unauthorized Transport of Property. In order to help alleviate the problems associated with unauthorized transport of property sold by the Government, and to assist the Interstate Commerce Commission in improving control of transportation for hire, the following information shall be made known to all purchasers and shall be included as a "Special Instruction to Bidders" in all formal invitations requesting bids or offers for the sale of personal property:

> Attention is invited to the fact that the Interstate Commerce Act makes it unlawful for anyone other than those duly authorized pursuant to that Act to transport this property in interstate commerce for hire. Anyone aiding or abetting in such violation is a principal in committing the offense (49 U.S.C. 301-327 and 18 U.S.C. 2). -*

6413.25 - Receipt, Opening, and Analysis of Property Disposal Sale Bids

1. Receipt of Bids

a. Received on Time. In order to receive consideration in making a sale, sealed bids must be in the office specified in the invitation on the day and at the time set for the opening. Unsealed bids shall not be accepted. The time of receipt of each bid should be stamped or otherwise recorded on the envelope to avoid any controversy as to whether it was received on time.

b. Late Bids

(1) Not for Consideration. Bids received under the following circumstances will not be considered in making award:

(Continued on next printed page)

*-This equipment is being disposed of contingent on the delivery of new replacement equipment, and the Forest Service reserves the right to operate the old equipment until delivery of the new equipment has been made. _____ calendar days after notice, computed from date of mailing, to the successful bidder that the new equipment has been delivered will be allowed for the removal of the old equipment. Such equipment will be surrendered to the successful bidder in as good condition, normal wear and tear excepted, as at the time of inspection. In the event the old equipment is damaged by accident or otherwise, except by normal wear and tear, during the period of use by the Government, after acceptance of the bid, the offer may be withdrawn at the option of the bidder or the Forest Service.

e. Government as Shipper. The Government shall not be shown as shipper on collect commercial bills of lading in the case of sale of property unless under the terms and conditions of sale the Government is obligated to load the property on the carrier's conveyance.

f. Applicability of Federal Excise Taxes. Federal manufacturers' and retailers' excise taxes are not applicable to the sale or other disposal by the Government of surplus personal property or the disposal of contractor inventory. Federal manufacturers' excise taxes do not apply to subsequent sales, including uses, by purchasers of Government property and contractor inventory. Federal retailers' excise taxes apply to subsequent sales but not to subsequent uses by the purchasers unless the subsequent sale is made for resale and a certificate of resale is obtained. The foregoing does not apply to gasoline, and holding agencies shall make appropriate arrangements with the Bureau of Internal Revenue with respect to the disposal thereof. Questions relating to the applicability of Federal excise taxes arising from the disposal of surplus property or contractor inventory should be referred by field units to the regional office or experiment station.

g. Covenant Regarding Contingent or Other Fees for Soliciting or Securing Contracts. See FSH 6320 for explanation of procedure for obtaining information concerning contingent or other fees paid by bidders for soliciting and securing Government contracts.

h. Fair Employment Practices. If sales contracts involve the employment of persons, such contracts shall provide that the contractor, in the performance of the contract shall-*

*-not discriminate against any employee or applicant for employment because of race, creed, color, or national origin, and shall include in all subcontracts a provision imposing a like obligation on subcontractors. Such condition was not included in SF-114C and it is not considered that, under normal conditions, sales contracts will involve the employment of persons, as contemplated by Executive Order 9346.

i. Eight-Hour Law

(1) Applicability to Sales. Although the stipulations of the Eight-Hour Law were not made a part of the general conditions governing sales on SF-114C, some question may arise as to whether they should be made a part of sales contracts, since such contracts usually require the removal of the property sold. If doubt exists as to whether the law is applicable to a sales contract, its requirements should be made a part of the contract conditions (40 U.S.C. 324; 18 Comp. Gen. 337).

(2) Demolition and Removal Operations. The Comptroller General has held that contracts for the demolition of structures, removal of a portion thereof, and cleaning up the area from which removed, are subject to the Eight-Hour Laws, but that contracts covering the sale, demolition, and removal of Government-owned structures are not within the meaning of the statute, work of removal being merely incidental to sale and wholly for the benefit of the contractor (18 Comp. Gen. 337).

j. Preferred Practices. All surplus property should be offered in accordance with the General Sale Terms and Conditions of SF-114C, clause 2 of which provides for the sale thereof on an "as is, where is" basis. However, in the interest of fairness to potential bidders, care should be exercised to (1) avoid overstating the condition of the property offered, and (2) insure that enough information is included to provide a potential bidder with a reasonable basis for deciding whether he wants to spend the time and money for inspection of the property.

Although limitations of time and personnel and nature of the property may not permit or require a detailed description of articles advertised for sale, it is only sound business practice to employ language which is reasonably descriptive of the items and will impress bidders with the need for inspecting the property. Such practice should promote confidence and good will, attract more buyers, and bring about a greater return to the Government.-*

*-k. Suggestions for Describing Property

(1) Unused Property. Surplus property should not be described as new. It is far better to describe unused property as "unused" because the word "new" carries the implication that it is in the same condition as when received from the initial supplier. Frequently, unused surplus property is not in that condition due to storage, temperature, humidity, handling, or age. The use of the word "new" might induce a potential buyer to bid without advance inspection. When a successful bidder takes possession of the property and finds, for example, that protective grease on hand tools has dried out, wrappings have been disturbed or removed, containers damaged, or rust has begun to accumulate on metal, he may not have a cause of action against the Government, but he may have a meritorious complaint at having been misled by the Government.

To the extent practicable, qualifying information, when known and applicable, should be included, such as "unused, some cartons damaged"; "unused, surface rust on some items"; "unused, some parts missing"; "unused, rubber may be deteriorated"; or "unused, packed for export, condition unknown."

(2) Used Property. If property has been used, there should be some indication, if feasible, of its general condition. It should be noted that the Condition Codes (N-1, E-2, R-3, etc.) are for internal use in the Government in reporting excess property, and are not generally or fully understood by the public. Consequently, it is better to use some simple explanation that is more informative to potential bidders. Exact degrees of condition are matters of such wide interpretation, technical knowledge, and individual opinion that general terms, which will avoid subsequent dissatisfaction or controversy, should be used. The best judgment is needed in this matter. Suggested examples of reasonable descriptions of unused property are: "used, in varying degrees of condition"; "used, repairs required"; "used, parts missing"; "used, various items rusted, broken, or deteriorated."

The use of the term "scrap" particularly requires good judgment. While appropriate in some instances, the indiscriminate use of the terms "scrap" and "salvage" may unnecessarily reduce the return to the Government. Broken pieces of pipe, broken parts, production scrap-*

*-(filings, shavings, etc.), and comparable items may be properly described as "scrap." However, many pieces of equipment that are badly worn, deteriorated, or outmoded and considered "scrap" by the owning agency, may have value to a potential buyer by repair or adaptation, or for recovery of parts. Merely describing such equipment as "used" could be equally misleading. When it is known that items are in very bad condition, perhaps bordering on the "scrap" category, they should be described in terms to alert a potential bidder, such as "used, extensive repairs required"; "used, parts missing or broken"; or "used, may have value for salvage of parts."

1. Misleading Descriptions. A special effort should be made to insure that descriptions are conservative, accurate, and clear. An actual example to the contrary is quoted from a recent bid invitation:

"8 Oak and Mahogany double pedestal desks (some as is)."

Even though all items in the particular sale were offered "as is," in accordance with the General Sale Terms and Conditions of SF-114C, a reasonable interpretation of the above description would be that some of the desks were not offered "as is." Such ambiguous and unintended descriptions could possibly lead to disputes and litigation.

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6413.25 - Receipt, Opening, and Analysis of Property Disposal Sale Bids

1. Receipt of Bids

a. Received on Time. In order to receive consideration in making a sale, sealed bids must be in the office specified in the invitation on the day and at the time set for the opening. Unsealed bids shall not be accepted. The time of receipt of each bid should be stamped or otherwise recorded on the envelope to avoid any controversy as to whether it was received on time.

b. Late Bids

(1) Not for Consideration. Bids received under the following circumstances will not be considered in making award:-*

*-Delivered by hand after the time specified for the opening.

Received late because of lack of sufficient postage.

Received late because of improper mailing address.

Received in the mails after the time set for the opening when it is determined from the postmark, considering time and place of posting, that the bid could not have been received on time.

(2) For Consideration. A bid received in the mail after the time set for the opening may be considered in making award when it is determined from the postmark, considering time and place of posting, that the bid could have been received in time for the opening had it not been delayed in the mail. In case of doubt, information can be obtained from the local post office as to the time, according to the postmark of the forwarding post office, when the mailed matter should have arrived.

(3) Return of Late Bids. Late bids that are not to be considered should be returned to the bidder unopened (unless it is necessary to open them to determine the name and address of the sender) with an explanatory statement.

(4) Recording of Late Bids. A careful record of all late bids, and the envelopes containing bids received late because of delay in the mail but which are considered should be kept a reasonable length of time.

(5) Disclosure of Higher Price. In the event it is disclosed by a late bid, which has been opened to determine the bidder, by an unsolicited telegram, or otherwise, that a higher price can be secured for the property being sold, the officer in charge should consider whether it would be to the advantage of the Government to readvertise. In making such a determination, the expense of reissuing invitations or any other expense in connection with the readvertisement should be carefully considered. Readvertisement should be resorted to only when it is reasonably certain to prove beneficial to the Government.

2. Opening of Bids

a. Time and Place. Sealed bids on the sale of Government property shall be publicly opened and read at the place-*

*-and time specified in the invitation. Either the bidder or his representative may attend the opening.

b. Recording of Bids. Bids on the sale of property must be recorded on an abstract of bids at the time of opening. The record should show the name and addresses of the bidders, prices quoted, and other pertinent information.

c. Withdrawal of Bids. Bids may not be withdrawn after opening and before the stated option period expires, but they may be withdrawn at any time before the opening hour or after the option period has expired. When bidders desire to withdraw their bids before opening time, they must make their request in writing or by telegram. Oral requests for such action shall not be honored.

d. Modification of Bids. Bids may not be modified after opening. Modifications may be made by the bidder and accepted by the Government as a part of the bid, provided such modifications are made by letter or telegram and are received prior to opening time. Modifications may not be made by telephone.

3. Analysis of Bids

a. Signature. All bids must be signed by the bidder; provided, however, that bids executed by agents or attorneys may be accepted if the authority to so execute such bids is clearly established by power of attorney or other accompanying qualifying evidence. In such cases the bid must be submitted in the name of the principal. Rubber-stamp signatures, including facsimile signatures, are not acceptable. Corporate, trade, or partnership titles may be stamped or typewritten, but the signature of the person authorized to sign must appear on all bids. Bidders should be encouraged to sign bids in ink or indelible pencil and may be directed to do so, but otherwise acceptable bids may not be rejected because signed with a lead pencil.

b. Unsigned Bids. If, after the opening of bids, it is disclosed that the high bidder on property neglected to sign his bid and it is apparent that he intended to do so, he should be requested to sign. In such case, care should be exercised to see that no change is made in the bid prices.

c. Bids Not on Government Form. Bids otherwise acceptable which are not on Government forms may be accepted, provided the language of the bid indicates that it is in response to the invitation, and the bidder agrees to meet the advertised-*

*-conditions. In accepting such a bid, SF-114 containing the general conditions and any extra considerations representing the complete invitation to bid, shall be attached to the accepted bid and made a part of the contract.

d. Rejection of Bids

(1) General Rule for Rejection of Bids. The right is reserved by the Department to reject any or all bids, or any part of a bid, to waive any informality in bids, and unless otherwise specified by the Department or the bidder, to accept any item in a bid. (See General Sale Terms and Conditions onSF-114C). The acceptance of a bid constitutes a rejection of all other bids on the same material.

(2) Absence of Competition. The absence of adequate competition is sufficient reason for rejecting all bids.

(3) Fraudulent Bids. Fraudulent bids should be rejected. In the event the high bidder acts in collusion with other bidders or with a representative of the United States in the preparation and submission of his bid, the bids of all bidders should be referred via official channels to the Chief's office with a full statement of the facts and recommendations in connection therewith.

(4) Indefinite Bids. A bid that is indefinite as to price, terms, or conditions may be rejected.

(5) Unauthorized Conditions. If a bidder imposes such conditions as would limit his liability for delays or failure to perform a sales contract in accordance with the advertised conditions, or would restrict or prevent the right of redress by the Government, his bid should be rejected, unless he consents in writing prior to award to delete the objectionable conditions and abide by the advertised conditions. Such written consent shall be attached to and made a part of the contract (20 Comp. Gen. 4).

(6) Irresponsible Bidder. As property is usually for sale at the best price obtainable, it would be difficult to justify rejection of a high bid. In certain circumstances, it may be justifiable to pass over a bidder known from past experience to be irresponsible in that (1) he has repeatedly attempted to avoid the performance of his contract by failure to remove property within the time specified, or (2) in-*

*-the sale of property which is primarily junk he has removed only that portion which he deems would be of benefit to him at the price paid (although he may have deposited 100 percent of his bid price), leaving quantities which the Government is unable to dispose of, unless of course, his bid is sufficiently high to offset the trouble and expense which might be encountered in disposing of any residue.

(7) Retention of Rejected Bids. The originals of all rejected bids shall be retained in appropriate files. The Comptroller General has ruled that except in cases where rejected bids are required by law to be filed with the General Accounting Office, all rejected bids may be retained by the agency involved, but must be kept available for inspection by duly authorized representatives of the General Accounting Office and for forwarding to the office upon request.

e. Errors in Bids

(1) Difference in Price Not Necessarily Notice of Mistake. The Comptroller General has held that when waste material and salvage property is sold "as is" and "where is," as distinguished from bids for the performance of work or the furnishing of supplies and equipment, there might be expected a wide range in the bids which would be based more or less upon the use to which the property was to be put by the particular bidder, or the chance of resale thereof, and that the mere difference in price bid for such property would not necessarily put the contracting officer on notice of a mistake as would such differences in prices quoted on new equipment, supplies, etc.

(2) Apparent Error. The United States is not responsible for errors in bids, and sales prices quoted will be binding unless the price is so disproportionate as to put the selling office on notice that enforcement of the sale would be unconscionable (1 Comp. Gen. 189). In such cases, the officer in charge would require the purchaser to verify his bid. If bid is not verified within the option period if stated in the bid for acceptance or, in the absence of an option period, within a reasonable time after request for verification, the bid should be accepted as made.

(3) Alleged Error. The requirement has long been established, in the consideration of awards on bids for-*

*-the procurement of supplies or services, that the Department must submit to the Comptroller General for settlement and adjustment any case where a bidder alleges error in his bid with a few narrow exceptions of cases in which the Department is permitted to make correction without such submission. Such requirement is a direct result of the provisions of section 3709, Revised Statutes, requiring that purchases and contracts for supplies or services are to be made through advertising.

(a) Applicability to Sales. Section 3709, Revised Statues, as amended by Public Law 600, 79th Congress (60 Stat. 806), requires that advertising be resorted to in the sale of Government property, with certain exceptions (FSH 6413.41). It would therefore appear that the rule requiring submission to the General Counsel or Comptoller General of cases involving alleged errors of bidders in the procurement of supplies or services (FSH 6320) should be followed in cases of alleged errors of bidders in the sale of Government property.

(b) Neglectful Treatment of Bids. Bidders should not prepare and submit bids so carelessly as to give frequent cause for attempted withdrawals on the ground of alleged errors when, after the opening, it is revealed that the profit is not all the bidder expected, or that through his carelessness he sustains a loss.

(4) Procedure for Submission of Errors to Comptroller General. Sales contracting officers should submit through channels to the General Counsel, under conditions outlined below, requests for decision prior to award, when the only questions involved are those concerning mistakes in bids. However, the Director of Finance may require a report on or copies of the communications between contracting officers and the Comptroller General.

Contracting officers must make sure their submissions include (1) a statement that the submission is made in accordance with the procedure suggested in Comptroller General's Decision B-125189 of October 3, 1955, (2) a copy of the invitation for bids, (3) an abstract of the bids received, (4) a copy of all correspondence relative to the bid alleged to be erroneous, and a statement of the facts-*

*-in connection therewith showing, among other things, when the mistake was discovered, and when and how it was first brought to the attention of the contracting officer. It has been the practice in the past to send the bid in question, also. That is recommended as the proper procedure under this delegated authority, as it gives the General Counsel a better opportunity to see for himself how the mistake appears. In such event, however, the contracting officer should retain a copy and request that the original bid be returned with the reply. All submissions made under the above authority shall show clearly that the person signing is the contracting officer.

f. Marking or Defacing of Bids. Under no circumstances shall a Government employee place notations on or in any way mark or deface a bid or its accompanying documents. If, inadvertently, a bid is marked or defaced, the individual so marking or defacing the bid shall file a signed explanation with the bid file for future reference showing when, how, and why such markings or defacing occurred. No attempt should be made to erase them. If the marked or defaced bid is to be accepted, explanation with regard thereto should be made on SF-1036, Statement and Certificate of Award.

g. Contingent or Other Fees for Soliciting or Securing Contracts. See FSH 6320 for procedure and considerations that are applicable to bids or proposed contracts in connection with the covenant against contingent fees.

6413.26 - Awarding Property Disposal Sales

1. Acceptance of Bids

a. Award to Highest Bidder. Property shall be sold to the highest qualified bidder whether sale is made by award as the result of sealed competitive bids, on the open market, by auction, or under a formal sales contract. SF-114 and SF-114A, are for use in soliciting and accepting competitive bids. (See clause 3 of the General Sale Terms and Conditions on SF-114C.) The form may also be used in the completion of sales made on the open market.

b. Method of Acceptance. Space is provided at the bottom of SF-114A for the acceptance of bids on sales of property. Acceptance is accomplished by showing the accepted item or items (and also prices if necessary for clarity), the date of acceptance, and the signature of the contracting officer. If-*

the space provided on the form is not sufficient for the acceptance, it may be made by letter addressed to the bidder and attached to bidder's copy of the form. Such a letter should show all the information that would ordinarily be shown on the acceptance portion of the form, that is, item(s) price(s), the date, and signature of the contracting officer. All acceptances should be signed in duplicate. The original accepted bid is for the General Accounting Office. The copy of the accepted bid and the original of the letter of acceptance, if any, are for the purchaser. The receipt by the purchaser of the acceptance of the bid constitutes formal notice of award.

c. Unit Price. In case of error in the extension of prices in a bid, the unit price will govern in making award. See clause 3 of the General Sale Terms and Conditions on SF-114C, on errors in bids.

d. Option Period

(1) Time of Acceptance. Acceptance of bids on surplus property should be made and forwarded to the purchaser as promptly as possible, and shall be made within the option period, if any. Bids specifying a certain number of days for acceptance may be accepted any time before midnight of the last day.

(2) Extension of Option Period. If for some unavoidable reason the option period of the high bidder expires prior to award, the bidder should be requested to extend it. The written extension, if granted, must be made a part of the contract. In case a bidder refuses to extend his option period, award may be made to the next high bidder, provided the price is reasonable (nearly equal to that of the high bidder). Readvertisement in such a case would probably only add expense to the Government. When an award is made to the next high bidder, however, it will be necessary to explain on SF-1036, Statement and Certificate of Award, the circumstances surrounding the failure to take advantage of the high bid, and why nothing could have been gained by calling for new bids. Extreme care should be exercised, however, in acceptance of other than the high bid.

e. Equal Bids

(1) Determination of Award. Except as provided in FSH 6324.1, when equal bids as to price are received, award will be determined by public drawing by lot of the names of the bidders quoting the same prices, provided

other pertinent conditions are equal, and it is equally advantageous to the Government to accept either bid. The drawing may be witnessed by bidders or their representatives, and may be set at a specific time requested by a bidder, provided that notice thereof has been given to all interested parties. *-(See FSH 6323.21 for required Reports of Identical Bids.)-*

(2) Consideration of Advantages of Particular Bid. In selling Government property, the main consideration in most circumstances is the price obtainable. In considering equal bids as to price, however, the contracting officer should determine if advantages to the Government are inherent in one or more of the bids not available to the Government in others. Such advantages might be the time in which the bidder can remove the property, method of removal, and others according to the advertised conditions of sale. Whenever such advantages are determining factors in an award where equal bids are concerned, the exact reason should be made a part of the record, and the contracting officer should make certain his action is defensible should equally high bidders question the manner of determining award.

f. Statement and Certificate of Award

(1) Authority for Use. SF-1036, Statement and Certificate of Award, may be used to support all agreements, both formal contracts and less formal agreements of whatever character, involving receipt of public funds, in establishing compliance with law and good business administration in respect to advertising, securing competition, acceptance of the highest bid as to price, and execution of a lawful agreement. Ordinarily, this form will be used only when special circumstances require documentation of administrative decisions. It must be executed and signed by the officer who signs the agreement, and must be attached to and accompany the agreement to the General Accounting Office.

(2) Acceptance of Highest Bid. When the highest bid is accepted, the Statement and Certificate of Award should certify that the accepted bid was the highest as to price. This will be shown by indication of the letter "C" in the space provided on SF-1036.

(3) Acceptance of Other Than Highest Bid. When other than the highest bid is accepted, the Statement and Certificate of Award shall, in addition to indication of the

letter "D" in the space provided in SF-1036, contain detailed reasons for acceptance. It should show the name and bid price of the highest bidder, and the reasons for rejection. The statement should also show all the prices quoted, or should attach an abstract of the bids, if practicable. Otherwise, for a comparison of prices, those quoted by the highest bidder and the accepted bidder should be shown.

(4) Discontinuance of Use. Supplement 14 to General Regulation 51 of February 11, 1952, provides that the preparation of SF-1036, revised, may be discontinued when records are subject to site or comprehensive audit by the General Accounting Office, provided that all information usually shown thereon is otherwise available in the records of the agency. In such cases the following procedure will apply.

Retained SF-114 or other contractual document should contain information indicating the basis on which it was issued, that is, highest bid as to price, other than the highest bid as to price, by negotiation, or other pertinent information which can be used in selecting the supporting files of the agency to be examined during the course of an audit.

g. Erroneous Award--Sales

(1) Procedure--Awarded Items Not Released. If, through error, award is made to other than the highest qualified bidder but the awarded items have not been released to the bidder prior to time of discovery of the error, the bidder receiving the award should be informed of such error and requested to consent to cancellation of the award. In the event of his refusal to consent to cancellation, the case should be formally submitted, under the signature of the Secretary of Agriculture, to the Comptroller General, and the bidder informed that no release of the items in question, will be given pending receipt of the Comptroller's decision (Comp. Gen. Dec. B-128310, Aug. 8, 1956).

(2) Procedure--Awarded Items Released. If part or all of the awarded items have been released to the bidder before the error has been discovered, the following procedure will govern.

(a) Part of Items Released. No further items shall be released and the bidder shall immediately

be so informed. The matter should then be formally submitted to the Comptroller General for a decision as to action to be taken, and the bidder so informed.

(b) All of Items Released. The matter should be presented through regular fiscal channels to the General Accounting Office for determination as to further action to be taken.

*-2. Disposition of Contracts and Related Documents

a. To Division of Fiscal Control. The following papers will be forwarded to the division of fiscal control. They will be arranged in the order listed.

(1) Form 6500-89, Bill for Collection, and remittance (if any) on top.

(2) Form SF-1036 (original) or similar evidence as to solicitation and award, with abstract of bids received when other than high bid is accepted.

(3) SF-114, 114A, 114B, and 114C--accepted (originals).

(4) Form AD-107 (original and copy).

b. To Files. Copies of all papers will be retained in the files of the submitting unit pending return of the originals from the division of fiscal control. -*

3. Proceeds From Property Disposal Sales

a. Method of Payment. Collections shall be in the form of currency, coin, postal or express money order, or

-cashier's, traveler's, or certified check or a combination of any of these, or bank draft. Money orders, checks, or bank drafts shall be made payable to the Forest Service, USDA, and buyers should be so instructed. In no event, however, shall any such instrument be rejected solely on the ground that it is made payable to the Treasurer of the United States.-

b. Liability for Collections. In connection with the transfer or disposal of Government property, no employee of the Forest Service shall (1) be liable with respect to such transfer or disposition except for his own fraud, or (2) be accountable for the collection of any purchase price for such property which is determined by the Forest Service to be uncollectible, provided there has been no failure of the employee responsible to comply with applicable laws, regulations, or instructions.

c. Disposition of Proceeds. All proceeds from the disposal of surplus property will be covered into the Treasury as "Miscellaneous Receipts," except as provided below.

(1) When the property disposed of was acquired by the use of funds either not appropriated from the general fund of the Treasury or appropriated therefrom but by law reimbursable from assessment, tax or other revenue or receipts, the net proceeds of the disposition shall be credited to the reimbursable fund or appropriation, provided that the proceeds shall be credited to "Miscellaneous Receipts" in any case when the holding unit which determined the property to be excess shall deem it uneconomical or impractical to ascertain the amount of net proceeds.

(2) A holding unit disposing of surplus property may (1) deposit in a special account with the Treasurer of the United States such amount of the proceeds of such sale as it deems necessary to permit appropriate refunds to purchasers when any sale is rescinded or does not become final, or payments for breach of any warranty, or (2) withdraw therefrom amounts so to be refunded or paid, without regard to the origin of the funds withdrawn.

(3) When any contract, or subcontract thereunder, authorizes the proceeds of any sale of Government property in the custody of the contractor or subcontractor to be credited to the price or cost of the work covered, the proceeds shall be credited in accordance with the contract terms.

(4) A unit entitled to receive cash under any contract covering the sale or other disposition of surplus property may, at its discretion, accept, in lieu of cash, any property determined by the Office of Civil and Defense Mobilization to be strategic or critical material at the prevailing market price thereof at the time the cash payment or payments became or become due. Prior approval must be obtained from the Washington Office.

6413.27 - General Services Administration Sales Service Program

1. General. Wherever GSA has established regional sales service programs, units will utilize such facilities for the sale of surplus and "exchange" personal property which is generated within such GSA regions in accordance with the criteria set forth herein.

2. Exceptions. Agricultural products, perishables, animals, animal products, and products dangerous to public health are exempt from the mandatory requirements of FSH 6413.27.

3. Reporting Property Located Inside Sales Center Areas. Property to be sold which is located within a radius of approximately 25 miles of a GSA sales center will be reported to such sales center as follows:

a. "Reportable surplus" (that is, property which has been reported as excess on an SF-120, to a GSA regional utilization office by an area equipment committee and has been released by GSA for sale as surplus) will be reported to the sales center by the GSA regional utilization office either before or immediately after the "automatic release date" assigned the SF-120 excess report.

b. "Nonreportable surplus" (that is, property not required to be reported to GSA on SF-120 as excess) where the total acquisition value on the surplus items or lots to be sold at one time and place exceeds $500 will be

reported to the sales center by the holding activity on GSA Form 1436, Memorandum Receipt. If the amount is $500 or less, formal reporting of the property is not necessary. However, mutually satisfactory arrangements for the sale of such property, either by the holding activity or the sales center, should be made informally by telephone or otherwise.

c. "Exchange" property will be reported by telephone or otherwise to the sales center regardless of acquisition value. The sales center will determine whether the property should be reported to them for sale or traded in by the holding activity. Solicitation of both sale and trade-in offers under these circumstances is unnecessary.

d. Property in scrap condition need not be reported to the sales center unless sales assistance is desired because of quantity or nature. Holding activities should utilize appropriate GSA term sales contracts in disposing of scrap.

4. Reporting Property Located Outside Sales Center Area. Surplus or exchange property to be sold which is located outside the sales center metropolitan area will be reported to the sales center in the same manner as property located within a sales center area (item 3 above), in those cases where (1) the total acquisition value of the items or lots to be sold at one time and place exceeds $10,000, or (2) the volume or weight of scrap to be sold at one time and place is a carlot or more, or (3) the holding activity desires sales center assistance in selling property not otherwise required to be reported thereto.

5. Acknowledgment of Reports by Sales Centers. Sales centers will within 20 days after receipt of a report, acknowledge its receipt and instruct the holding activity either to (1) deliver the property to the sales center, (2) hold the property for sale by the sales center at its present location, or (3) sell the property itself. If appropriate sales center instructions are not received within the 20-day period, the holding activity should request them from the sales center. In cases where circumstances will not permit delay in disposal, the circumstances should be fully explained and the sales center requested to expedite sales action as necessary or authorize the holding agency to sell.

6. Delivery of Property to Sales Centers. Holding activities are responsible for delivering or bearing the costs of transporting any of their property to a sales center which

is to be sold at the center, unless other satisfactory delivery arrangements can be made with the center.

7. Sales Center Documentation for Receipt of Property. The holding activity will prepare GSA Form 1436, Memorandum Receipt, in quadruplicate, for all property physically transferred to a sales center. These receipts shall either accompany the shipment or be forwarded at the same time. The sales center will acknowledge receipt of the property (annotating discrepancies accordingly) and return the original and one copy to the holding activity. The holding activity will retain accountability for property in the custody of a sales center until it is sold and documents evidencing its sale are received from the center.

8. Disposition of Sales Proceeds by GSA Sales Center

a. Surplus Property. Proceeds from the sale of surplus property will be returned to the holding activity for deposit by that activity to Miscellaneous Receipts.

b. Reimbursable Property (Exchange, Revolving, Trust, or Corporation Fund). Proceeds from the sale of reimbursable exchange, revolving, trust, or corporation fund property will be processed by the sales center to credit the appropriate Treasury or agency accounts as instructed by the holding activity on the GSA form 1436.

6413.3 - Donation to Public Bodies

1. Authority To Donate. Agencies may donate to public bodies personal property, including property in working capital funds, on which findings have been made as prescribed by FSH 6413.5 (5 AR 615i).

2. Disposal Costs. Any public body receiving property pursuant hereto shall pay the disposal costs incident to the donation, such as packing, preparation for shipment, demilitarization, loading and transportation to the donee.

3. Receipts. Proper receipts should be obtained from authorized representatives of any public bodies to which property is donated.

6413.4 - Abandonment or Destruction

1. Authority. Property may be abandoned or destroyed whenever:

a. A finding to abandon or destroy has been made and approved, if necessary, in accordance with FSH 6413.5.

b. Donation of nonexpendable or serviceable expendable property in accordance with FSH 6413.5 has been determined in writing not to be feasible by the property management officer.

c. Appropriate notice, if required by item 2 below, has been given of the agency's intent to abandon or destroy the property.

If at any time prior to actual abandonment or destruction, donation of such property to a public body becomes feasible, such donation shall be made.

2. Notice of Proposed Abandonment or Destruction. Except as provided in items 3 and 4 below, property shall not be abandoned or destroyed until after public notice of such proposed abandonment or destruction. Such notice shall be given in the area in which the property is located, shall contain a general description of the property to be abandoned or destroyed, and shall include an offering of the property for sale.

3. Abandonment or Destruction Without Notice. Property may be abandoned or destroyed without public notice whenever the immediate abandonment or destruction of the property is necessary or desirable in the best public interest because of its nature or because of the expense or difficulty of its care and handling and a justification to that effect is included in the written finding made by the property management officer to support the disposition authorization.

Abandonment or destruction without notice would be appropriate whenever (1) the value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale is clearly not economical, or (2) abandonment or destruction is required by considerations of health, safety, or security. Whenever any line item of the property proposed to be abandoned or destroyed at any one location at any one time had an original cost (estimated if not known) of less than

$100, it shall be presumed for the purposes of this paragraph that its immediate abandonment or destruction without notice is justified by reason of the expense or difficulty of its care and handling.

4. Abandonment or Destruction of Expendable Property. *-The property management officer shall authorize the abandonment or destruction of expendable property (FSH 6411.37, item 1) on form AD-112, except for small accumulations which may be abandoned or destroyed by the accountable officer. The abandonment or destruction as outlined under item 7 shall be authorized only after it has been determined that the accumulation of the property for disposal or rehabilitation is not economical or in the best interest of the Government. Public notice or written findings justifying the action is not required.-*

5. Danger to Public Health or Safety. No property shall be abandoned or destroyed in a manner which is detrimental or dangerous to public health or safety or which will cause infringement of the rights of other persons. Any property that may be dangerous shall not be destroyed, abandoned, or donated to public bodies without first rendering such property innocuous or providing adequate safeguards therefor.

6. Regulations and Orders of Other Agencies. In disposing of property by donation to public bodies, abandonment, or destruction, consideration must be given to applicable regulations and orders, if any, of other Government agencies.

7. Disposition by Abandonment or Destruction. Property authorized to be abandoned or destroyed shall be disposed of by the most reasonable and practical method under the particular circumstances, such as burning, burying, depositing on a trash, junk, or scrap pile or public dump, etc., provided that the method used is not dangerous to public health or safety and will not cause adverse criticism of the Department or its employees.

6413.5 - Findings Justifying Disposal of Property by Abandonment, Destruction, or Donation to Public Bodies

1. General. Except for the abandonment or destruction of expendable property (FSH 6413.4, item 4), excess, surplus, or other personal property shall not be abandoned, destroyed, either with or without public notice, or donated to public bodies unless authorized by the appropriate property management officer, based on his written finding that such property has no commercial value or the estimated cost of its continued care

and handling would exceed the estimated proceeds from its sale. If the authorization is for disposition by abandonment or destruction without notice, the written finding shall include the justification as required under FSH 6413.4, item 3.

2. Reviewing Authority. Whenever a line item of property to be disposed of under this authority at any one location, at any one time, had an original cost (estimated if not known) of more than $1,000, findings recorded in Form AD-112, Report of Unserviceable, Lost, or Damaged Property, will be reviewed by the Regional or Station property management officer and recommendations approved by the proper administrative office (chief, division of operation, or equivalent).

6413.6 - Products Requiring Special Disposition Instructions. There are grouped under this code numerous miscellaneous items, the disposition of which is based upon some specific statute, or in connection with which there is some special condition or rule regarding disposal.

1. Disposal of Animals. The act of June 15, 1938 (40 U.S.C. 311b), as amended by Public Law 247, 82d Congress, provides that horses and mules which are unfit for service may be destroyed or put out to pasture. Animals may also be exchanged or sold in making replacements. Receipts for sales of excess animals must

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d. *-Horses and Mules Unfit For Service. Horses and mules unfit for service of any kind because of incurable disease, crippling, extreme age, etc., may be disposed of without reporting to the area chairman. Disposal shall be made wherever feasible by transfer to another Federal activity having need therefor; otherwise they shall be destroyed, put to pasture for the remainder of their lives, or turned over to a financially sound and reputable humane organization whose facilities permit it to care for the animals during the remainder of their natural lives at no cost to the Government. Destruction will be accomplished while accountable as Government-owned property by or under the direct supervision of a Forest officer in the most humane manner possible.

e.-* When Bonus Is Paid by Forest Service. The purchase order will show the name of the animal received and the name and value of the Government animal given in exchange. Form 6500-98, Report of Description of Horses, Mules, and Burros, will be prepared describing the purchased animal. Form AD-107, Report of Transfer or Other Disposition or Construction of Property, *-shall be prepared in accordance with procedures for equipment trade in as provided in FSH 6411.33.

f. -* When Even Exchange Is Made. The unit will prepare AD-107 covering both the animal received and the one given in exchange; the value shown on the property card for the animal disposed of will be shown for each animal. Form 6500-98 will be prepared describing the animal received. Entries should be made on the property cards * * *.

-g.- When Bonus Is Received by Forest Service. Form AD-107 will be prepared showing the animal disposed of and the value (shown on the property card) in the "Inventory value" column. The animal received should also be listed on the same AD-107 showing the value in the "Inventory value" column. This will be the value of the animal disposed of less the amount of bonus received. Copy of AD-107 should be forwarded to the fiscal agent. The new animal should be described on 6500-98.

Form 6500-89 will be prepared for the amount of the bonus, crediting "Miscellaneous receipts," "Proceeds from sale of Government property," "Not otherwise classified."

2. Unserviceable Property (Salvage and Scrap)

a. Determination of Unserviceability. Prior to disposal, unserviceable property (salvage and scrap) is subject to survey by the property management officer. It need

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*-not be reported to the area chairman, however. Extreme care should be taken in making recommendations for its disposition (1) to insure that serviceable property is not determined to be unserviceable, and disposal made to the disadvantage of the Government and (2) to prevent the reporting of property as being serviceable when its condition would make further utilization within the Government disadvantageous. In determining whether or not property is unserviceable (that is, scrap or salvage), there must be kept in mind a "standard of condition" or a point of deficiency beyond which further use is clearly uneconomical, impracticable, or otherwise not to the best interests of the Government. Such a standard may vary from time to time for the same item, depending upon (1) availability and cost of replacements, (2) availability and cost of repair parts and services, (3) safety requirements, (4) use requirements, (5) transportation and other care and handling costs, and (6) other factors.

All scrap iron and steel shall be gathered and currently made available to industry by sale. The property management officer will determine if scrap materials should be sold on the ground or accumulated for sale at a central point. Transportation and labor costs should be considered in making a determination most advantageous to the Government.

Excess property to be donated, abandoned, or destroyed will be disposed of in accordance with procedures outlined under FSH 6413.4.

b. Condemnation. Property which has become worn or broken beyond serviceability and which cannot be repaired to fulfill its original or some other beneficial purpose shall be condemned and disposed of at the earliest practicable date.

c. Authorizing Disposal. Prior to the disposal of unserviceable property (scrap and salvage), other than small accumulations of expendable items (FSH 6413.4, item 4), the officer having custody shall report the property on form AD-112 to the property management officer for disposal action. See FSM 6411.11 for disposal authority.

3. Automotive and Heavy Equipment. Refer to FSH 6430 for policies and procedures in the utilization and disposition of motorized and heavy equipment.

4. Boats. Although it is customary to dispose of surplus property in its current state leaving with the buyer the responsibility of determining its condition, advertisements for the sale of boats (other than rowboats) should caution prospective buyers-*

*-to assure themselves as to what effect the rules and regulations of the Marine Inspection Division of the U.S. Coast Guard might have upon the commercial or private use of the craft.

5. Printing Equipment

a. Transfers. Transfers of all printing and related or auxiliary equipment for use in printing plants, whether such transfers are to be made to or from plants within the Forest Service, within the Department, or interdepartmental, must be submitted to the Joint Committee on Printing for approval. Requests for approval will be prepared for the signature of the Director of Information, as outlined in 3 AR 330, and sent to the Office of Plant and Operations for review and forwarding to the Director of Information. For a definition of printing equipment and printing plants, see 5 AR 98.

b. Disposal of Excess and Surplus Equipment. Printing, binding, and related or auxiliary equipment, material and supplies excess to the needs will be reported in the same manner prescribed in FSH 6412.34, item 2c. If a request is received for transfer of this type of property the transferor will be notified and it will hold the property pending the outcome of the request to be made by the transferee (prepared for signature of the Director of Information, as outlined in title 3 of the Administrative Regulations and submitted to the Office of Plant and Operations) upon the Joint Committee on Printing for approval of the transfer. If no request is received for transfer, the holding unit will be notified and will then dispose of the property as follows:

(1) All items listed in column 1 of the printing equipment classification (Government Printing and Binding Regulations) valued in excess of $100 and considered serviceable will be reported to the Public Printer through the Printing Section, Office of Information, on Form JCP-8, Surplus Equipment Report, in quadruplicate. The Public Printer will notify the Joint Committee on Printing which will advise the holding unit, through the Office of Information, as to disposition. Upon completion of the disposal action, the Committee will be notified promptly upon the form accompanying the authorization. (Note: The word "valued" above means appraised value of property at the time of disposition.)

(2) All other items listed in column 1 and all items listed in column 2 of the printing equipment classification-*

*-need not be reported to the Public Printer, nor is prior authorization of the Joint Committee required for their disposal. The equipment will be disposed of in accordance with established procedures for disposition of surplus property (FSH 6413). Such disposals will be reported to the Joint Committee within 15 days after action has been completed, through the Printing Section, Office of Information on Form JCP-7, Surplus Equipment Disposal Report, in duplicate. (It is not intended that items listed in column 2 which have not previously been classified as printing equipment be reported to the Joint Committee after disposal.)

6. IBM Accounting Machine Control Panels

a. By contractural agreement, IBM electric accounting machine control panels furnished by the contractor, other than for replacement of panels supplies as standard equipment, and for which an installation charge is made, may be used with any electric accounting machine supplied by the contractor if the machine is located within the continental United States, excluding Alaska.

b. Agencies should determine periodically whether or not any control panels in their custody (other than those furnished as standard equipment) are excessive to their needs. Any excess panels should be reported as such in accordance with FSH 6412.34. Excess control panels for which there is no need within the Department shall be reported to the appropriate regional office of the General Services Administration by the chairmen, area agriculture equipment committees, regardless of dollar value (FSH 6316).

c. The GSA regional office will notify holding units when panels are determined to be surplus. Upon receipt of such notification, holding agencies should arrange to release surplus panels to the Federal Supply Schedule contractor.

7. Aircraft. Approval must be obtained from the Washington office prior to the disposal of aircraft, either by sale with the proceeds to be applied on another plane or through disposal as excess.

8. Containers--Returns to Contractor. When an empty container, upon which the Government paid a deposit, is not returned within the time limit allowed, and under the terms of the purchase order, the seller considers that title thereto passes to the Government upon expiration of the time limit. The amount thereafter received from the contractor, upon return of the container, is-*

*-considered as proceeds from a sale of surplus Government property, and as such should be covered into the Treasury as miscellaneous receipts, rather than credited to the appropriation from which payment was made as is the case with respect to deposits for containers returned within the time limit (23 Comp. Gen. 462).

a. Containers Loaned But Not Paid For. Usually the vendor permits return within a stated period and if containers are not returned, bills the purchaser for the value. In such cases, the unit will set up a memorandum of the transaction in the obligation file as an obligation. At the same time, a promise card will be prepared to initiate action to return the containers when feasible prior to the expiration of the loan period.

When the container is returned to the vendor, receipts should be obtained. This receipt may be on Form 6400-9, Transfer of Property, a vendor's form acknowledging receipt, shipping order, or bill of lading.

If the containers are not returned and the vendor bills for them, the memorandum in the obligation file will establish the legality of the charge. When payment is made, cross-reference should be made on the invoice covering the original transaction.

b. Containers Paid for and Later Returned. This includes cost of containers included in the contents price. Receipts for containers returned will be obtained as provided under item 8a above. Collection for the value will be handled in accordance with the instructions in FSH 6532.22m.

c. Containers of Poisonous Products. When containers previously used to hold poisonous contents are sold, the Government's interest must be protected by having the container adequately tagged or stamped including notice thereof in invitations to bid. An alternative would be to have the container decontaminated prior to sale.

9. Supplies and Materials Returned for Credit. Supplies and materials purchased (paid for), manufactured, or procured on transfers, are the property of the United States and disposal can be made only as authorized by law or regulation. No exchange of Government equipment or parts thereof shall be made except as specifically authorized by law (FSH 6310).

10. Garbage Disposal. The following provision shall be included in all invitations for bids for the collection of garbage from-*

*-property occupied or controlled by the Federal Government when such garbage may, under any circumstances, be fed to swine:

> Prior to award, the bidder agrees to furnish a certificate from an Animal Disease Eradication Branch representative of the U.S. Department of Agriculture, stating that he possesses adequate and approved garbage sterilization equipment. In the event of an acceptance of his bid by the Government, the bidder warrants that all garbage received under the contract will be sterilized not less than 30 minutes at 212°F. before being fed to swine.

The Comptroller General has held that work under contracts for the removal of garbage being merely incidental to sale of garbage to the contractor and for his benefit, such contracts are therefore not within the meaning of the Eight-Hour Law (18 Comp. Gen. 337).-*

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6414 - PROTECTION AND MAINTENANCE OF PERSONAL PROPERTY

6414.1 - Policy. The Forest Service investment in equipment and supplies must be protected and managed in such manner as will insure to the Government full and economical utilization and guarantee against waste. Proper care and handling will not only make for more effective work and higher productivity but will result in cash savings as well.

Expendable and nonexpendable property of the Forest Service must have:

1. Protection against theft.

2. Protection against loss through carelessness.

3. Protection against deterioration by action of weather and other natural causes so far as practicable.

4. Protection against destruction by rodents.

5. Such attention as may be necessary to keep it in readiness for effective use.

6414.2 - Responsibility. Each employee is responsible for the care of property entrusted to his custody. Proper facilities will be provided for protecting Government property from the elements and from theft. Locked storage at forest headquarters will be provided for instruments and other small nonexpendable articles. The property management officer will ascertain that the property accounting clerk's records are kept in an accurate and business-like manner and that other members of the force hold to high-standard performance in the handling of records and the care of property.

6414.3 - Marking and Identification of Personal Property

6414.31 - Responsibilities for Marking and Identification. *-Nonexpendable property shall be marked with Forest Service and Department identification to indicate ownership. Decalcomanias or other marking methods that will not injure or deface the property may be used for this purpose.-*

Expendable fire tools and equipment will bear identifying ownership markings as outlined under FSH 6414.32.

The regional property management officer will determine whether other expendable tools and equipment will be marked and will provide a list of such tools and equipment to be marked. Marking will be done in accordance with FSH 6414.33 and FSH 6414.35.

6414.32 - Marking and Identifying Fire Tools and Equipment. Metal parts of fire tools will be branded (stamped) "FS" and handles given a coat of red paint beginning within 1 inch from where the wood joins the metal and extending up 2 to 4 inches.

Waterbags, buckets, canteens, beds, tents, and all similar equipment will be stenciled "USFS" in letters at least 1 inch high or marked with the regulation shield. The shield is preferred.

The following system of placing the letters "FS" will be followed:

1. Shovels, inside right-hand corner.

2. Pole axes, right-hand side, middle of eye.

3. Double-bitted axes, either side, middle of eye.

4. One-man saws, right-hand side close to handle, near the top.

5. Two-man saws, either side or end.

6. Mattocks, either side.

7. Hoes, either side.

8. Rakes, top side of steel shanks.

In stamping fire tools not listed above, the die will be placed on the upper right-hand side of the tool when the tool is in its principal position of use.

6414.33 - Marking Other Tools and Equipment for Identification

1. Administrative Tools and Equipment. Tools used for purposes other than fire may be branded "FS" on steel parts. The wood brand "USFS" may be added at the discretion of the unit property management officer.

Ordinarily, tools and equipment will not be marked during process of manufacture, except as indicated under FSH 6414.35. In exceptional cases when the region deems it clearly advantageous to the Government, owing to quantity of tools involved, lack of labor or facilities for marking, etc., to have the contractor mark the equipment during process of manufacture, extreme care must be used to insure that in case of rejection of goods such identification is entirely removed at the contractor's expense before the materials are subsequently offered for sale. This precaution must be strictly observed because of the serious consequences which would follow if a quantity of equipment bearing Government identification were to be disposed of through commercial channels.

(Continued on next printed page)

2. Heavy Equipment and Motor Vehicles. At the option of the regional forester, fire tankers, pumpers, etc., shall be painted red, or in conformance with the following specifications.

Sedans, station wagons, carryalls, sedan deliveries, panels, and truck cabs when separate from truck bodies:

a. Except for chrome or decorative striping, all exterior metal areas above the belt line shall be finish-color-coated gray, Federal Specification number 1650 TT-C-595.

b. Except for chrome or decorative striping, all exterior metal areas below the belt line, including wheels, shall be finish-color-coated green, Federal Specification number 1475 TT-C-595, except that running boards and dust shields may be either black or green.

c. Interiors of these units should be finish-color-coated in colors harmonizing with the exterior.

Truck bodies when separate from the cab shall be finish-color-coated safety green, Federal Specification number 1473 TT-C-595.

The Forest Service standard color shall be Federal yellow for heavy equipment such as tractors, motor graders, loader units, compressors, crushers, and for attached allied equipment, such as dozers, scarifiers, power control units, loaders, and mowers. At the option of the regional forester, such equipment may be accepted in the manufacturer's standard color, provided the basic unit and all visible attachments are the same color. Such equipment must be color-coated Federal yellow when repainting is required.

For the marking procedure for vehicles, see *-FSH 6413.3.-* Heavy equipment may be identified by the Forest Service shield, at the option of the regional forester or director.

6414.34 - Color and Marking of Aircraft and Boats

1. Aircraft. The standard basic color of all Forest Service aircraft will be red, Federal Specification number 11105. There will be a stripe tapering from nose to tail section in white, Federal Specification number 17875. To reflect heat and provide color contrast, the top of the cabin and pilot compartment will be painted white, Federal Specification number 17875. A third color for trim is optional.

A black nonreflective paint may be used on the top of the nose section and engine cowls.

The standard color is not mandatory for new four-place airplanes having a factory color near the Federal specification.

Registration numbers will meet FAA requirements for size and placement on the aircraft. These numbers should be placed on top and bottom of wings and on tail section. See FSH 5704 for procedure in obtaining registration numbers.

The letters "USFS" will be painted in contrasting red or white on wings and on the vertical stabilizer and rudder.

Letters on the wings will be the same size as those of the license numbers. Size of the letters on the tail section will be in proportion to space available and license numbers.

Tail rotors on helicopters will have a contrasting stripe painted near the blade ends for safety purposes.

2. Boats. The color scheme for boats is optional. Bid specifications for the purchase of new boats will permit standard factory colors. Identification numbers and names will be a contrasting color.

Every small boat will be given an identifying serial number preceded by "USFS" and placed on left side of prow. Such series of numbers will be established by each region. The Forest Service insignia will be placed on right side of prow and on each side of funnel of vessels so equipped. Cruiser-type vessels equipped with cabin plumbing and other facilities for living aboard will be given a name appropriate to the area of use. The name will be printed on both sides of prow and on the stern. Regional foresters are authorized to select these names.

Publicly owned boats are not required to be registered with the U.S. Coast Guard. Field offices should comply with local and State regulations covering marking and identification of boats.

6414.35 - Marking and Identifying Instruments. Surveying tapes, compasses, cameras, and other delicate instruments do not lend themselves readily to die stamping. However, they are easily etched by manufacturers. Whenever such *-expendable items are purchased where marking is required, or whenever such nonexpendable items are purchased, the buying specifications should include a requirement that they be satisfactorily etched with the letters "FS-USDA" before delivery.-* Leather cases or wooden containers may be branded "USFS."

6414.36 - Marking and Identifying Animals. Government animals should be branded "US" on left hip. The requirement may be waived by *-unit property management offices when-* animals acquired for temporary use are to be disposed of after a short period, and also in localities where the branding of stock is not customary or necessary, *-or when the animal has a recognizable and registered brand and unit has a notarized or registered bill of sale for the animal.-*

6414.4 - Maintenance of Personal Property

1. Motorized and Heavy Construction Equipment. Instructions governing repair of this equipment are outlined in *-FSH 6435.-*

2. Light Equipment. Repair of levels, compasses, aneroid barometers, or other delicate precision instruments should be attempted only by men skilled in such work. Unless it is known that a local jeweler or instrument agency is fully qualified, he/or it should not be allowed to repair such articles. Transits should ordinarily be sent to the manufacturer for repair.

3. Tools. Attention should be given to the proper repair and maintenance of tools as specifically set forth in chapter 7 of *-FSH2 6181.02, Health and Safety Code.-*

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TITLE 6400 - PROPERTY MANAGEMENT

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TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6420 - STORES AND CUPBOARD STOCK MANAGEMENT

*-6421 - PURPOSE (FSM)

6422 - DEFINITIONS (FSM)

6423 - STORES STOCK POLICY AND RESPONSIBILITY (FSM)

6423. 1 - Policy (FSM)

6423. 2 - Responsibility (FSM)

6424 - RECORDS AND CONTROLS

6424. 1 - Inventory Levels. Stock inventories shall be established and maintained to assure that the total inventory investment will be kept to the minimum consistent with program needs. In determining quantities of items to carry in stock as active inventory, consideration shall be given to the rate of issues of individual items, lead time, availability of space, costs of procurement, costs of carrying inventories, purchase price of the items, quantity discounts, transportation costs and other pertinent costs, as well as statutory and budgetary limitations.

6424. 2 - Economic Order Quantity. Each stores stock unit shall control the active inventory of each item having a regularly recurring demand by use of the economic order quantity (EOQ) principle of stock replenishment in such a way as to maintain at a minimum the total costs of procuring and stocking the item, consistent with any existing limitations. (This principle and its applications are described in a publication title "Economic Order Quantity," issued by the General Services Administration and available from the GSA Stores Depot, Region 3, Washington 25, D. C.) Generally, the application of the principle shall be as follows:

1. Reduction of Total Costs. The basic EOQ technique, which reduces total costs to a minimum, shall be applied when there are no limiting factors, such as space or budgetary restrictions, which preclude its application.

2. Economic Purchase Quantity. The EOQ principle should be supplemented by the economic purchase quantity principle to determine whether available discounts, transportation, or other savings make it more economical, all costs considered, to buy quantities larger than indicated by EOQ. -*

*-3. Economic Order Quantity Formula. The following EOQ formula shall be used to control the active inventory of each item having a recurring demand except for exceptions provided in items 1 and 2 above.

Value of Expected Monthly Issues	Ordering Period (Months)
Less than $ 7.00	12
$ 7.01 to $ 8.00	11
$ 8.01 to $ 10.00	10
$ 10.01 to $ 13.00	9
$ 13.01 to $ 17.00	8
$ 17.01 to $ 22.00	7
$ 22.01 to $ 31.00	6
$ 31.01 to $ 47.00	5
$ 47.01 to $ 78.00	4
$ 78.01 to $153.00	3
$153.01 to $426.00	2
Over $426	1

In determining requirements in accordance with this formula, expected future monthly issues (based on past issues and adjusted to compensate for any known fluctuations in program needs) shall be converted to dollars based on the known current purchase price for the item. The ordering period, which represents the lowest total annual procurement and carrying cost, shall be determined by reference to the formula. Thereafter, the procedure for determining requirements as outlined in FSH 6424.32 shall be followed with the following exceptions:

a. Limited Shelf Life Items. The ordering period of items which have limited shelf life, listed below, shall be no more than 6 months. When use of the EOQ principle indicates a shorter ordering period, it shall be followed, but quantities in excess of 6 months shall not be ordered. -*

*-LIMITED SHELF LIFE ITEMS

Federal stock numbers are listed only as a reference to the type of item and are not a complete listing of the stock numbers of all items of the type specified.

Item name	Federal stock number
Adhesive plaster, surgical	6510-598-7240
Adhesives	FSC Class 8040
	5610-171-4720
Ammonia inhalant solution, aromatic	6505-106-0875
Asphalt petroleum	5610-171-4722
Ball point pen	7520-286-1730
Battery, dry	6135-120-1020
Benzene, ACS	6810-264-9080
Broom, upright	7920-292-4371
Brush, paint	8020-242-7266
Calking Compound	8030-200-6329
Carbon tetrachloride, technical	6810-184-4799
Cleaning and reconditioning compound, platen and feed roller	7510-286-6993
Correction fluid, duplicating machine stencil	7510-162-4018
Deodorant, toilet	6840-246-6438
Detergent, laundry	7930-272-2574
	7930-634-0343
	7930-664-0307
Detergent, painted surface	7930-634-1362
Detergent, unpainted surface	7930-514-0645
p-Dichlorobenzene, technical	6810-174-1824
Dishwashing compound, machine	7930-634-3443
Duplicating fluid, direct process	7510-272-9802
Envelope, mailing	7530-286-6939
Eradicator, ink	7510-161-4222
Eraser, rubber	7510-223-7044
Ether, USP	6505-153-8225
Eyelet reinforcement, gummed cloth	7510-171-1123
Finger pad, rubber	7510-254-9054
First aid kit, general purpose	6545-526-1903-*

6424.3 - Inventory Control

6424.31 - Stores-Stock-Control Methods. The general-ledger-control method will be utilized for Forest Service stores-stock operations as defined under FSM 6422. The physical-inventory-restatement method will be utilized for fire-cache operations. These methods are as follows:

1. General-Ledger Control. Issues are priced for current posting to the general-ledger stores account for accountability purposes; however, quantitative issues will not be posted to the stock records except for sensitive items to provide item control, nonexpendable items, or when otherwise determined that a record of issues is necessary for stock replenishment purposes. Accountability control is obtained by insuring at the time of inventory that the value of stock on hand is as represented by the general-ledger stores account.

2. Physical-Inventory Restatement. Annual physical inventories are taken to establish quantitative balances and to determine the total dollar value of stores on hand for general-ledger restatement purposes. Issues would not be posted except for items of a sensitive nature, nonexpendable items, or when otherwise determined that a record of issues is necessary.

6424.32 - Stores-Stock-Control Records. The following records will be utilized to control stock at stores-stock operations as defined under FSM 6422.

1. Form AD-182, Stock-History Record. This form is provided to record items purchased in stores-stock operations as defined under FSM 6422 and provides such information as what, how, how much, and when to buy. See 5 AR 813 for exhibit. The form will be used within the following guidelines:

a. For Base Repair Shops. It is recognized that the use of form AD-182 may not be needed in Forest Service base repair-shop operations. Where a stock-price-record card is not needed for the operation, the use of form AD-182 will not be required. If a stock price card is now used, conversion to form AD-182 will be required.

Item name--Continued	Federal stock number--Continued
Skin protective compound, chemical barrier	6850-598-7310
Soap, automobile and floor	7930-224-6671
Soap, laundry, chip and powdered	7930-285-4303 7930-634-3935
Soap, scrubbing, alkaline	7930-231-2998
Spot remover	6850-598-3041
Stencil, duplicating machine	7530-285-2551
Stencil, duplicating print kit, hand stamp	7520-281-5249
Subsistence	FSC Group 89
Surgical dressing materials	FSC Class 6510
Tape, gummed	7510-222-3436 8135-271-1444 8135-290-0352
Tape, pressure sensitive adhesive	7510-266-6713 7510-290-2028
Type cleaner	7510-249-8017

b. Direct Delivery Items. The Economic-Order-Quantity (EO2) principle should be used to the extent practicable to determine the economic quantity to order for direct delivery items to points of consumption for which there is a recurring demand, and volume warrants.

*-c. Acquisition From Excess. To encourage the use of excess property which might otherwise be disposed of as surplus, inventory levels may be adjusted upward when items of stock are to be acquired from excess sources. Generally, acquisition of items for inventory from excess shall not exceed a 2 year's supply except when:

(1) A greater quantity is needed to meet known requirements for an authorized planned program.

(2) The item is not available without special manufacture and a predictable requirement exists.

(3) Administrative determination has been made that in application of the EOQ principle of stock replenishment, an inventory level in excess of 2 years is appropriate for low-dollar value items.-*

b. Direct Delivery Items. The Economic Order Quantity principle should be used to the extent practicable to determine the economic quantity to order for direct delivery items to points of consumption for which there is a recurring demand, and volume warrants.

6424.3 - Inventory Control

6424.31 - Stores Stock Control Methods. The general ledger control method will be utilized for Forest Service stores stock operations as defined under FSM 6422. *-The physical inventory restatement method will be utilized for fire cache operations. These methods are as follows:-*

1. General Ledger Control. Issues are priced for current posting to the general ledger stores account for accountability purposes; however, quantitative issues will not be posted to the stock records except for sensitive items to provide item control, nonexpendable items, or when otherwise determined that a record of issues is necessary for stock replenishment purposes. Accountability control is obtained by insuring at the time of inventory that the value of stock on hand is as represented by the general ledger stores account.

2. Physical Inventory Restatement. Annual physical inventories are taken to establish quantitative balances and to determine the total dollar value of stores on hand for general ledger restatement purposes. Issues would not be posted except for items of a sensitive nature, nonexpendable items, or when otherwise determined that a record of issues is necessary.

6424.32 - Stores Stock Control Records. The following records will be utilized to control stock at stores stock operations as defined under FSM 6422.

1. Form AD-182, Stock History Record. This form is provided to record items purchased in stores stock operations as defined under FSM 6422 and provides such information as what to buy, how to buy, how much to buy and when. See 5 AR 813 for exhibit. The form will be used within the following guidelines:

a. For Base Repair Shops. It is recognized the the use of form AD-182 may not be needed in Forest Service base repair shop operations. Where a stock price record card is not needed for the operation, the use of form AD-182 will not be required. If a stock price card is now used, conversion to form AD-182 will be required.

*-b. For Central Supply Warehouses. Form AD-182 will be used for all Central Supply warehouse operations as we do not use the perpetual inventory method of control (except for nonexpendable and sensitive items) that would require the use of form AD-183.

Form AD-182 does not provide space for recording old stock on hand, transportation and other costs and a place to record the new selling price. These computations will have to be made elsewhere and recorded on an additional line or by adding additional columns from space used for vendor. There is no objection to using the "Purch. Unit Price" column for recording the new purchase price. Other adaptations in the "Purchase Record" portion of the form may be made as needed.

Use of the "Item No." Block will not be required. The interim review point is determined and applied as follows:

(1) Determination. The interim review point is stated in terms of "units of issue" and is determined by multiplying the monthly average issues of the item by lead time in months and adding planned reserves in units of issue. Also, planned reserves may be stated in months, in which case lead time and planned reserves, in months, would be combined and multiplied by monthly average issues. For example, if the monthly issues of an item are 50 units, the lead time is 2 months and reserves are planned for one month, the interim review point would be 3x50 or 150 units, which is the figure to be entered on the stock issue record. In determining quantities of items to be carried as reserve or contingency inventory for the purpose of minimizing out-of-stocks due to abnormal demands or delayed deliveries, consideration shall be given to fluctuations in demand, lead time, and other pertinent factors.

(2) Application. The interim review point is not a minimum nor a reorder point. When stocks on hand reach this point it is necessary to review the status of the item to determine if stock replenishment requests should be initiated and/or the interim review point should be adjusted. The reaching of this point merely shows that some action is necessary. If issues have decreased greatly, it may only be necessary to lower the review point. If issues have remained constant, it will only be necessary to reorder. If issues have rapidly increased, it will be necessary to both reorder and to raise the review point. -*

*-2. Form AD-183, Stock Issue Record. This form would be utilized only when necessary to record items of a sensitive nature, nonexpendable items, or when a record of issues is necessary. (See 5 AR 813 for exhibit.)

In addition to the above, the interim review point quantity should be shown on the bin in order that appropriate action may be taken when the quantity has reached this level or if practicable, the interim review point quantity shown on the form AD-182 could be used.

6424.33 - Cupboard Stock Control. Inventory levels and standards shall be established when practicable and control records used for cupboard or bench type stocks. As a general rule control records for cupboard or bench type stocks should be one of two types:

1. Small Cupboard Stocks. These stocks will consist of such items as forms and office supplies in the supervisor's office and small quantities of nails, bolts, paint, rope, miscellaneous hardware and other items of recurrent use. These items may be controlled by using a needs list and currently reviewing supplies; or where purchase standards have been established, and a requisition form is used with the standard items printed or otherwise produced thereon. Control may be maintained by checking each item on the requisition's form against stock on hand and against previous orders at the time of placing scheduled replenishment orders.

2. Large Cupboard Stocks. These stocks will consist of such items as forms and office supplies at the regional and station directors offices and other items of recurrent use such as fencing material, recreational supplies, timber management supplies, etc. These items may be controlled by a listing of standard items stocks on which orders as placed are recorded opposite each item. Physical check of the stock will indicate needs, and after a few months history of orders are obtained, a reasonably accurate picture of needs can be established. Where no orders are placed for an item for two or more ordering periods, it should be obvious that a review of the needs for the inventory of that item is necessary.

6424.4 - Recording Stores Stock Purchase Prices. The price of each item shall be recorded on form AD-182 as the item is placed in stock.

The prices on items obtained from commercial sources will be adjusted as follows:-*

*-1. Transportation Expenses. When materials and supplies are shipped f. o. b. point of origin, transportation will not be added to the item cost except when required by the nature of the activity and allocation to stock items is practicable. For example, it would be impracticable to distribute transportation costs to a large number of small items. However, where single items or items of significant size and cost are purchased, such as heavy tractor parts, the transportation costs should be added to the purchase price.

2. Commercial and Cash Discounts. These discounts will be deducted except when it is impracticable to reduce the gross unit price on the invoice by the amount of small cash discounts. For example, an item purchased at a unit price of $10, less 20 percent trade discount, less 2 percent discount for payment in 10 days would be priced at $7. 84 ($10 less 20 percent less 2 percent).

The prices on items received by transfer from other Government sources will be arrived at as follows:

a. New items received without cost will be priced at the cost to the Government, if known. If cost is not known, the estimated cost to the Government for similar items should be used.

b. Used items without cost should be priced at a fair value.

c. Items received for which reimbursement is to be made at an assessed fair value will be priced at that amount.

d. Transportation expenses will be handled as outlined above.

6424. 5 - Stores Issues and Receipts

6424. 51 - Requisitions. Stores Stock Items will be issued only when authorized by valid requisitions showing:

1. Unit and requisition number, date and place of issue.

2. Delivery date desired.

3. Consignee.

4. Method and point of delivery (auto, freight, parcel post, express, etc.). -*

*-5. Itemization of items (double spaced).

6. Requisitioning officer's name and title.

6424.52 - Pricing. All items on requisition will be priced at an average moving cost with the exception of small items in Base Repair Shop operations such as wiping rags, cotter keys, washers, etc. (See FSH 6552.52.)

In computing the cost, the moving average cost will be used. Computation is shown below:

(Old Stock)	50 gal. paint at	$3.50	$175.00
(New Stock)	200 gal. paint at	3.70	740.00
Totals	250 gal. paint		$915.00

$915 ÷ 250 = $3.62 per gal. --new selling price.

A service charge will be made to cover the operating expenses of a Central Supply operation.

6424.53 - Receipts. All items must be promptly inspected by a competent employee for conformity to specifications. Copies of the specifications used will be furnished the employee for this purpose. This inspection must be made upon delivery even though inspection was made at factory or shipping point, as there is the possibility of substitution by shipper through error or otherwise. In large shipments, where it is not practical to inspect each individual piece, spot checks may be made covering a sufficient number of pieces to represent a fair average sample of the entire shipment. Any evidence of inferiority or nonconformance with specifications resulting from this spot check will indicate a need for more thorough examination. The regional administrative services officer should be advised of any adverse examinations so that he may take appropriate action with the responsible vendor. (See FSH 6340.)

Each delivery under contract providing for partial payments will be treated separately and forwarded promptly to the supply officer for action.

Bills of lading should be completed and routed through designated channels for payment and must show appropriation charges. (See FSH 6350 for issuance and processing.)-*

*-6424.54 - Issues. All valid requisitions will be filled as promptly as possible and the unit advised on back-order items. If it is expected that the back order items cannot be furnished by the delivery date shown on the requisition, the unit will be advised. The unit will also be advised on items which will not be furnished.

Back-order requisitions are to be prepared in the event items are temporarily out of stock. Each back order should carry cross-reference to original requisition. If the requirements of the requisitioning unit cannot be satisfied by awaiting arrival of new stock, action should be taken to procure needed articles.

Care will be taken when packing goods for shipment so as to avoid losses through breakage or spoilage. Substantial containers or wrappings must be used and common sense employed in packing different types of articles together to avoid contamination. While wasteful usage of packing materials is objectionable, a little extra packing frequently will insure safe arrival of goods at destination and result in economies through elimination of damages and possible delays in field work. Articles of different freight classification shall not, unless some advantage to the Government is obtained thereby, be packed together. If this is done, all articles so packed in the same container take the rate of the article classified highest according to the Consolidated Freight Classification rules.

All containers must be legibly marked or tagged with name of consignee and destination. When standard cases, such as canned goods, are broken and repacked, packing slips should be prepared and the contents of each repack shown to facilitate checking at destination. Repacks also should be weighed to determine actual weights, instead of using known weights for the standard cases, and should be marked accordingly.

The shipping clerk, or other responsible employee, should be familiar with the most economical methods of transportation and most favorable routings and these must be used on all outgoing shipments unless emergency conditions justify a departure therefrom. If a shipment is comprised of several packages each carrying a serial number, such numbers will be shown on the bill of lading or waybill for identification. Extra copies of bills of lading or other shipping papers will be prepared by the warehouse for record purposes as deemed necessary by the supply officer.

Every shipment out of warehouse stock should be double checked before release to transportation company. Checking will be indicated by suitable markings on original requisition. The requisition also should show cross-reference to bill of lading used, date of shipment, and must be signed by the responsible shipping clerk. Additional copies of requisition will show similar information, if required by the supply officer. -*

*-Invoices on the prescribed forms must be prepared promptly for issues from warehouse stock showing selling price, plus handling charges, and processed through Fiscal Control for entry on the accounting records.

6424.6 - Physical Inventories. Physical inventories of all stores stock will be made at least annually.

6424.61 - Reconciliation of Stores Stock Records and Physical Inventories. Where perpetual type records are maintained for such items as nonexpendable property and those of a sensitive nature, reconciliation between physical inventories and the stock records shall be made. Where minor discrepancies occur, a determination should be made by the supply officer as to whether the differences could reasonably be attributed to record keeping, inventory errors, or minor mistakes in issuing stock, and if so, whether the administrative expense involved in re-inventorying, rechecking of records, etc., would be warranted. Any consistent trend of overages or shortages in an item should be investigated. When it is determined that the expense would not warrant reconciliation, Form AD-112, Report of Unserviceable, Lost or Damaged Property, may be used for adjusting the stock records to the inventories. Shortages of such items as nonexpendable property, and those of high value or of sensitive nature, which cannot be accounted for by rechecking, will be referred to the property management officer.

6424.62 - Reconciliation of Inventories with General Ledger Balances. Periodically, but at least annually, the stores investment as reflected by a valuation of the inventory will be reconciled with the general ledger asset account. If the difference between the stores valuation and the general ledger asset account is greater than 2 percent of the total stores value, the supply officer and the accounting officer will make every reasonable effort to locate the discrepancies. If the differences cannot be reconciled a report will be submitted to the regional property management officer and the regional fiscal agent. These officers will jointly approve the necessary adjustments or direct that further effort be made to effect a reconciliation.

6424.7 - Stores Stock Inspection

1. Inspection of Ration Stocks on Hand

a. At storage facilities, rations packed more than 2 years shall be inspected at least annually for evidence of damage or spoilage. Five percent of the unopened cases should be sampled. If their contents show deterioration, a more thorough inspection shall be made using the inspection checklist shown in item 4 below. -*

*-b. When cans have been inspected the date of inspection and name of inspector will be written on the case.

c. At field camps or other points of consumption, rations shall be thoroughly inspected prior to issuance to users when the rations have been packed as long as 3 years, or there is evidence of damage or spoilage.

d. The inspection checklist shall be used as a guide in making inspections. Copies of this list shall be posted in storage areas, and, if necessary, on all cases placed in storage.

2. Inspection at Time of Use. It is important that all field employees who may be involved in the storage, issue, and use of rations be trained to recognize spoiled goods. Fire fighters and others issued rations must be cautioned not to taste or eat from cans which show swelling or leakage. No food that is abnormal in appearance or odor should be eaten or tasted. Whenever possible, foremen and work supervisors should inspect ration cans before issuance to workers.

3. Inspection Criteria. Cans having a normal exterior appearance usually contain a sound product. The best indication of spoilage is bulging ends. Round cans should have flat or slightly concave ends. Rectangular cans should have flat ends and well-drawn-in sides.

Some types of spoilage, however, cannot be detected from the appearance of the unopened can. One of these is the flat sour, where the product tastes sour but the bacteria do not produce any gas.

4. Canned Ration Inspection Checklist. Guides for inspection and disposition of defective cans of food:

a. Leaky Cans. Cans with leaky seams or pinhole leaks will be destroyed.

b. Rusted Cans. Slightly rusted cans (rust covering not more than 1/10 of the surface) may be used or retained in storage if normal otherwise. Moderatly rusted cans (surface rust without perforation) should be issued during the current fire season, if otherwise normal, and storage beyond one year after inspection is not recommended. Severely rusted cans (more than 1/2 of the surface covered by rust or where rust has penetrated deeply into the metal) will be destroyed. -*

*-c. Bulging Cans. Bulging of a can is the chief external indication of a deteriorated product. Destroy all cans that show signs of bulging.

d. Dented Cans. Badly dented cans, with side or end seams damaged sufficiently to weaken the can, should be destroyed. Moderately or slightly dented cans, showing no seam damage, should be retained.

e. Flat Sour. Souring is caused by action of heat-loving bacteria, which grow most favorably at temperatures from 100° to 145° F. A can which contains sour products and shows no evidence of swelling is known as flat sour. Spoilage is usually indicated by a sour odor and flavor, and a cloudy liquid: destroy.

f. Mold Growth Caused by Bacillus Botulinus. The formation of toxin by this bacterium is generally but not always characterized by a swelling of the can. Spores appear as mold growth on the food. The toxin produced in under processed food is one of the most dangerous substances known: destroy.

g. Overage Cans. The meat component of rations packed for 5 years or longer will be destroyed by burning or burying.

In summary, it is a good policy always to play safe. Do not give people or animals a chance to taste spoiled canned foods. Burn or bury all such food.

5. Stored Rations. Rations shoud be stored in dry, cool, well-ventilated places. Ration cases in storage should never be placed directly on the ground or on warehouse floors where they can absorb moisture or where ventilation is inadequate. Air circulation underneath cases is important. They should be piled so that air circulates at the top, on all sides, beneath, and through the stacks. Piles should be small and readily accessible to facilitate inspection so that leaky cans or other exterior indications of spoilage may be easily detected. Turning bottom to top each 6 months will help to reduce spoilage of milk and acid vegetables and fruit.

Exposing rations to hot sun or high temperatures for any length of time is likely to result in spoilage. Freezing and thawing are likewise dangerous and may cause can seams to spring or burst, causing spoilage difficult to detect. Wherever practicable, storage places should be selected or improved to enable holding temperatures between freezing and 100° F. Proper storage is highly important. It provides good insurance against spoilage and loss of rations. -*

*-6425 - SALES TO OTHER GOVERNMENT AGENCIES. A number of other Government bureaus and agencies have found it expedient and advantageous to procure supplies and equipment through Forest Service Central Supply organizations, particularly where central supply stocks are maintained. This procedure is authorized by Section 203 of the Department of Agriculture Organic Act of 1944.

The policy to be observed with respect to purchases for other Government establishments is as follows:

1. The Forest Service will supply other bureaus and departments from stock regularly carried in its warehouses for its work program at cost plus handling charge.

2. The Forest Service ordinarily will not stock items not used on its work programs solely for the purpose of supplying other bureaus or departments.

3. To the extent that regular duties permit, Forest Service purchasing officers may purchase items under b above on requisition from field stations of other bureaus; the cost plus handling charge to be billed to the bureau benefiting.

Procedure with respect to billing other agencies and securing reimbursement for supplies furnished will be found in FSH 6530.

6426 - SUPPLY ACTIVITY REPORT

6426.1 - Purpose. This section prescribes a report to be made on supply activities by each region, station and Forest Products Laboratory.

6426.2 - Requirements

1. Form. Regions and Stations, and the Forest Products Laboratory shall report on GSA Form 1473, Supply Activity Report (Exhibit 4- 5 AR 831) on an annual basis as of June 30 each year, data relative to supply activities in accordance with instructions herein. Supplies of this form may be obtained by requisition on the Central Supply Section, Office of Plant and Operations.

2. Preparation. One consolidated report shall be prepared to include the total supply activities in each region, station, and the Forest Products Laboratory. In addition, regions and stations operating more than one warehouse or storeroom as defined in FSM 6422-1 shall submit a separate report for each warehouse or storeroom. Detailed instructions for preparation of GSA form 1473 are shown in 5 AR 831 and supplemental instructions in FSH 6426.3. -*

3. Submission. Reports shall be submitted to the Washington office in an original and 4 copies by September 5 of each year.

4. Reporting Units. Each region, station, and the Forest Products Laboratory having inventory and storage operations and/or making procurements for direct delivery shall submit reports on GSA form 1473. Those not having inventory and storage operations outlined in FSM 6422, item 1, will report only the value of procurement (object classes 08 and 09), part II, line 2, in accordance with instructions for preparation of the report. Separate reports shall be submitted as indicated in item 2 above as applicable.

6426.3 - Preparation Instructions. For detailed instructions, see 5 AR 831 and GSA regulation 1-II-102.01.

The following are additional instructions for guidance, and to supplement to specific instructions referred to above.

1. Identification Blocks

a. Date of Report. Show date of preparation.

b. Department or Agency. Agriculture, U. S. Forest Service.

c. Name of Official for GSA To Contact. Leave blank.

d. Bureau or Other Major Organization. Show name of region, station, or *-the Forest Products-* Laboratory on consolidated report that includes all supply activities. Where a separate report is requested for a specific warehouse add information to identify the warehouse in this block.

2. Part I, Inventory. *-Report here, on sublines a only, the "Warehouse" and "Storeroom" operations at the locations listed in FSM 6422, item 1. Do not use sublines b and c.-*

Broad commodity groupings only are to be used. The Forest Products Laboratory will probably report its entire activity under one group, "Laboratory Supplies and Equipment." The warehouse operations at Spokane and Missoula may need one group for Subsistence, another for Fire Supplies and Equipment, and the remainder under a grouping designated *-Program Operation-* Supplies. The warehouse operation at Salt Lake City can probably report the entire operation under one heading "*-Program Operation-* Supplies." If a substantial amount of grass seed is involved it should be reported under the separate heading "Seed." Repair shops will report under one group "Maintenance and Repair Supplies."

*-a. Block 1, Inventory. Enter here the year-end inventory as taken from the Working Capital Fund Annual Financial Report.

b. Block 2, Stock Due in. Enter here the value of undelivered stores stock items at the end of the fiscal year as shown on the obligation report or Working Capital Fund Financial Statement.

c. Block 3, Receipts. Enter here the total value of stores stock purchases as shown on the Working Capital Fund Annual Financial Report.

d. Block 4, Issues From Inventory. Enter here the total value of sales as shown from the Working Capital Fund Annual Financial Report.

e. Block 5. See 5 AR 831.

f. Block 6. Will have to be estimated from knowledge of operation and review of stock cards. Do not set up special records to provide information.

g. Block 7. Secure from form AD-109.

h. Block 8. Same as block 7.

3. Part II, Procurement, Obligations or Accruals

a. Block 1. Enter here the totals of amounts reported in Part I, Blocks 2 and 3. Use subline a Operations Only.

b. Block 2. Secure the total value of all procurement in object classes 08 and 09 for the region, station or Forest Products Laboratory. From this figure deduct the amount reported in block 1. The remainder is the amount to be entered in block 2 for Direct Delivery.

4. Part III, Storage Operations. Lines 6 and 7 will have to be estimated. It is not intended that a detailed review of shipping documents be made to determine tonnage.

5. Part IV, Staffing. See 5 AR 831 for specific instructions. No accounting records are available whereby information can be secured to complete this block. The information must be secured by estimate. Keep in mind in arriving at the estimate that a large percentage of our procurement is made from GSA and Federal Supply Schedules. Recent studies indicate procurement for direct delivery is costing approximately 2 percent of the dollar volume for personnel costs. -*

TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6430 - FLEET-EQUIPMENT MANAGEMENT

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*Abbreviations:
M - Manual
H - Handbook

		Text location
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6434	FLEET-EQUIPMENT NEEDS AND FINANCING	M
6434.1	Policy on Fleet Equipment Needs	M

		Text Location	
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6434.53	* * * * *		
6435	FLEET-EQUIPMENT MAINTENANCE AND REPAIR	M	* * *
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6438	FLEET-EQUIPMENT MANAGEMENT TRAINING	M	
6438.1	Policy	M	
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6439.21	Annual Motor-Vehicle Reports	H
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TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6430 - FLEET-EQUIPMENT MANAGEMENT

6430.64 - *-Coverage of and Exemptions From Motor Vehicle Pools

1. Coverage. All motor vehicles acquired for official purposes which are stored, garaged, or principally used within a motor pool area will be subject to consolidation into and operation under the control of such motor vehicle pool, unless exempted from inclusion therein in accordance with item 2 below.

2. Exemptions. Certain types of motor vehicles and units assigned to special purposes or located outside the pool area are exempt from coverage into interagency motor vehicle pools, as indicated below:

a. Unlimited Exemptions. Unlimited exemption from inclusion in a motor vehicle pool is given a vehicle the conspicuous identification of which, as a Government vehicle, would interfere with the purpose for which it was acquired and used, when such motor vehicle has been exempted from display of conspicuous identification. This exemption does not include vehicles regularly used for common administrative purposes even though such vehicles are sometimes used for law enforcement, investigative, or intelligence duties.

b. Limited Exemptions. General Services Administration will, upon request, normally exempt the following vehicles from interagency motor vehicle pool:

(1) Special-Purpose or Special-Use Equipment. Motor vehicles acquired for special purposes and which, because of special design, use, or fixed special equipment, cannot advantageously be included in a consolidated operation. Such vehicles may include fire trucks, transit-mix trucks, pole trailers, and trucks with mounted equipment, such as air compressors, and snow-removal or similar equipment.

(2) Vehicles Operated Outside Pool Area. Motor vehicles which are operated almost entirely outside the geographical area of an established motor vehicle pool, and not used for transportation purposes within such area except for occasional trips of field employees to and from headquarters located within the area.-*

-This exemption is not intended to apply to vehicles regularly garaged or headquartered in the pool area that may travel outside the area but which return frequently.-

6430.65 - *-Establishment of Motor Pool Systems

1. Notice of Establishment. The General Services Administration will furnish notice of determination for establishment of an interagency motor vehicle pool, and will furnish a time schedule for transferring vehicles, establishing service facilities, etc. Provision should be made at the Region and Experiment Station level for working out details of vehicle transfer and problems pertaining to pool establishment direct with GSA regional office concerned. Upon completion of the actual transfer, a list of the vehicles will be furnished to the Washington Office showing make, type (sedan, station wagon, truck, etc.) and license-plate number.

2. Abolishment or Curtailment of Service. Executive Order 10579 contains provisions for the discontinuance or curtailment of any motor pool if its operation is found uneconomical within a period not exceeding 2 years. Provision is also made for consideration by GSA of justifiable requests for discontinuance or curtailment of participation in any pool after at least 1 year, in the event an agency's need for service ceases. Proposals of this nature should be submitted to the Washington Office for consideration and presentation to the Department and GSA.

When a motor pool is discontinued or curtailed, transfers of vehicles and related equipment and supplies, personnel, records, facilities, and funds will be made subject to the approval of the Director of the Bureau of the Budget.-*

6430.66 - *-Motor Pool Services. General Services Administration publication "Interagency Motor Pool Systems--Locations and Service Rates" is available from the Motor Equipment Division, Federal Supply Service, General Services Administration. This booklet outlines the services and rates which are in effect at the various interagency motor vehicle pools.

1. Obtaining Services. Offices participating in interagency motor vehicle pools shall, prior to the beginning of each quarter or longer period as may be mutually agreed upon, submit to the Chief, Interagency Motor Pool System, a written estimate, in duplicate, of their contemplated requirements for the period. Each estimate shall indicate the-*

*-b. Shuttle run or similar services.

c. Taxicab service.

d. Bus or transit service.

e. Other related services, including servicing and storage of motor vehicles.

2. Obtaining Service. Service from a motor pool system may be obtained under any of the following conditions:

a. A written request; such as, a letter, memorandum, teletype, requisition, purchase order, or similar document: provided, that such request furnishes a complete billing address.

b. An oral request, placed by an employee or official in accordance with an authorization furnished the motor pool system; such as, the following:

(1) The presentation of a GSA Form 1313, Interagency Motor Pool Service Authorization.

(2) A list of the names of employees or officials who may request services.

(3) A form of authorization furnished the motor pool system; for example, to authorize the pools to furnish service to employees presenting a SF-46, U. S. Government Motor Vehicle Operator's Identification Card.

c. A travel order authorizing travel by a Government-owned or controlled motor vehicle.

Need for seasonal or unusual requirements for motor vehicles or motor-vehicle service shall be given the motor pool system as far in advance as possible. Normally, such advice shall be given not less than three months in advance of the need.

Motor pool vehicles required for indefinite assignment shall be requested from the motor pool system serving the area in which the vehicles are to be used. If vehicles are required in an area not served by a motor pool system, such requests shall be directed to the GSA regional office having jurisdiction over the area concerned. -*

Upon removal of a motor pool vehicle from the defined area of the motor pool system issuing the vehicle for a period exceeding 60 days the issuing motor pool shall be advised of the location at which the vehicle is currently in use, the date the vehicle was moved to this location, and the expected date the vehicle will be returned to original location. When a motor pool vehicle is to be used at a location outside the defined area of the issuing motor pool system for a period exceeding 60 days, the issuing motor pool system may elect to arrange to transfer accountability for such vehicle to the nearest motor pool system.

3. GSA Form 1313, Interagency Motor Pool Service Authorization. This prenumbered form will be honored at any GSA-operated or -controlled interagency motor pool system. It is to be completed in accordance with instructions thereon. Forms may be obtained from the Motor Equipment Division of the appropriate GSA regional office. Lost or stolen forms shall be reported to the issuing regional Motor Equipment Division. The loss report shall include serial number, all other information inserted on the form by the Forest Service, and any other information relating to loss or theft which may assist in recovering the form.

4. Rental Rates. *-Rates for motor pool vehicles are established at levels which will recover all the elements of cost. Uniform nationwide service rates for sedans and station wagons are as follows:

	Minimum rate per		Rate per mile	
	Day	Month	For first 1,000 miles	For each mile over 1,000
Sedans				
Compact	$2.00	$20.00	$0.058	$0.054
Standard	2.50	25.00	0.066	0.062
Heavy	5.00	50.00	0.090	0.080
Station Wagons				
Light, 6-passenger	2.50	25.00	0.072	0.068
Heavy, 9-passenger	3.00	30.00	0.080	0.076

Note: Charges will be at the minimum or mileage rate, whichever is larger.-*

-Uniform Regionwide rates for other types of motor vehicles are established by each GSA region.-

Billing for motor pool services will be made by the GSA motor pool directly to the Forest Service.

6430.67 - Use and Care of Pool Vehicles

1. Official Use. Motor pool vehicles are Government-owned or -leased vehicles and shall be used for official purposes only. Employees who willfully use or authorize the use of motor pool vehicles for other than official purposes, including the storage of such vehicles for transportation between residences and places of employment unless properly authorized to do so FSH2 6439.3, Handbook on Fleet Equipment Management are subject to the penalties therefor.

All employees who operate motor pool vehicles must have a valid SF-46.

(Continued on next printed page)

*-3. Investigation. The office which provides the operator with a motor pool vehicle involved in an accident shall immediately investigate the accident and determine responsibility therefor, and shall furnish two copies of the complete report of the investigation and findings to the motor pool. Instructions applicable to investigation of accidents with Forest Service vehicles will apply. The General Services Administration may also investigate accidents involving a motor pool vehicle.

4. Financial Responsibility. When a motor pool vehicle is involved in an accident, resulting in damages to property or injuries to persons from alleged negligence of the operator while acting within the scope of his authority, his agency is responsible for the settlement of any claims arising therefrom.

In those cases where a motor pool vehicle is damaged in an accident while operated by or in the custody of a Forest Service employee, and it is determined that the damage or accident was not due to the negligence of the employee, the motor pool is responsible for bearing the cost of the damage and for bringing any claims against third parties for the recovery of such costs.-*

6430.69 - *-Use of GSA Motor Pools in "B" Areas. The participation in the use of GSA pool vehicles in established "B" areas is permissible when no obligation will incur to include Forest Service vehicles in the "B" area pool arrangement. The "B" area pool vehicles should be used when suitable and safe and the use would be economical and advantageous. There is no obligation on the part of GSA to provide vehicles in these areas.-*

6432 - USE AND STORAGE OF GOVERNMENT-OWNED MOTOR VEHICLES (FSM)

6433 - FLEET-EQUIPMENT CLASSIFICATION (FSM)

6434 - FLEET-EQUIPMENT NEEDS AND FINANCING (FSM)

6435 - FLEET-EQUIPMENT MAINTENANCE AND REPAIR (FSM)

6437 - FLEET-EQUIPMENT INVESTIGATION, TESTS, AND DEVELOPMENT (FSM)

6438 - FLEET-EQUIPMENT MANAGEMENT TRAINING (FSM)

6439 - FLEET-EQUIPMENT ADMINISTRATIVE RECORDS AND REPORTS

6439.1 - Administrative Records. Regions and Experiment Stations will maintain individual equipment-history records showing use and costs for rental and project equipment. A uniform system is provided in FSH 6500 for keeping the required data by automatic data processing on Working Capital Fund equipment to fill the needs for:

1. Statistical parts of the annual motor-vehicle and heavy-equipment reports.

2. Rental-rate determination.

3. Other use and cost analyses as needed by individual Regions and Experiment Stations.

Regions and Experiment Stations will provide systems needed to accumulate required use and cost data on project equipment.

6439.2 - Administrative Reports

6439.21 - Annual Motor-Vehicle Report. Annual motor-vehicle reports are designed to meet report requirements of the Department and General Services Administration. They are due in the Washington Office on August 15. This group of reports consist of:

1. Forms Used. The following forms are used in making the annual motor-vehicle report:

*-New number	Caption
6430-15a, Sh. 1	Annual Motor Vehicle Report
6430-15a, Sh. 2	Annual Motor Vehicle Report
6430-15a, Sh. 3	Annual Motor Vehicle Report
6430-15a, Sh. 4	Annual Motor Vehicle Report
6430-15c	Purchase Data for Motor Vehicles
6430-15d	Distribution by States of Motor Vehicles on Hand at end of Fiscal Year 19__
6430-15e	Annual Motor Vehicle Report (Schedule of Overhead, Indirect and Storage Expenses)
6430-15f	Annual Motor Vehicle Report--Breakdown of Special Accounts

*-New number	Caption
6430-15g	Annual Motor Vehicle Report, Rented Vehicles
6430-15h	Status of Equipment Purchase Funds
6430-15i	Annual Report of W.C.F. Operations (Equipment Use--Income from Appropriations--F.Y.___)-*

2. Definitions and General Instructions

a. Submit report in single copy. Data may be entered either in legible longhand or by typewriter. Accuracy and completeness of the data are essential.

b. "Motor vehicles" includes all automobiles, station wagons, buses, motor trucks (including dump trucks), carryall suburbans and truck-tractors, acquired for official purposes. Truck-tractors are to be reported in the same category as trucks of the same weight class.

c. "Special service units" includes self-propelled vehicles carrying permanently mounted equipment such as compressors and fire-fighting apparatus.

d. Excluded from these definitions and from reporting are semitrailers, trailers, and other trailing equipment, such as pole trailers, dollies, cable reels, and trailer coaches and bogies.

e. All motor-vehicle operation use data shall be reported in miles. When records of use have been maintained on an hourly basis, conversion to a mileage basis will be as follows:

6439 - FLEET-EQUIPMENT ADMINISTRATIVE RECORDS AND REPORTS

6439. 1 - Administrative Records. Regions and Experiment Stations will maintain individual equipment-history records showing use and costs for rental and project equipment. A uniform system is provided in F 6500 for keeping the required data by automatic data processing on Working Capital Fund equipment to fill the needs for:

1. Statistical parts of the annual motor-vehicle and heavy-equipment reports.

2. Rental-rate determination.

3. Other use and cost analyses as needed by individual Regions and Experiment Stations.

Regions and Experiment Stations will provide systems needed to accumulate required use and cost data on project equipment.

6439. 2 - Administrative Reports

6439. 3 - Handbook on Fleet-Equipment Management. FSH 6439. 3, Fleet-Equipment Management, provides instructions on its subject activity.

GPO 892-438

TITLE 6400 - PROPERTY MANAGEMENT

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* Abbreviations:
M - Manual
H - Handbook

*-Amended June 1960
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* Abbreviations:
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TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6440 - REAL PROPERTY MANAGEMENT

6440.1 - Definitions

*-1. Act. The Federal Property and Administrative Services Act of 1949, Public Law 152, 81st Congress, approved June 30, 1949, 63 Statute 337, as amended.

2. Airport. Any area of land or water which is used, or intended for use, for the landing and takeoff of aircraft, and any appurtenant areas which are used, or intended to be used, for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon.

3. Decontamination. The complete removal or destruction by flashing of explosive powders; the neutralizing and cleaning-out of acid and corrosive materials; the removal, destruction, or neutralizing of toxic or infectious substances; and the complete removal and destruction by burning or detonation of live ammunition from contaminated areas and buildings.

4. Industrial Property. Any real property and related personal property which has been used or which is suitable to be used for:

a. Manufacturing, fabricating, or processing of products.

b. Mining operations.

c. Construction or repair of ships, and other waterborne carriers.

d. Power-transmission facilities.

e. Railroad facilities.

f. Pipeline facilities for transporting petroleum or gas.

5. Landing Area. Any land or combination of water and land, together with improvements thereon and necessary operational equipment used in connection therewith, which is used for landing, takeoff, and parking of aircraft. The term includes, but is not limited to, runways, strips, taxiways, and parking aprons.-*

*-6. Management. The safeguarding of the Government's interest in property, in an efficient and economical manner consistent with the best business practices.

7. Protection. The provisions of adequate measures for prevention and extinguishment of fires, special inspections to determine and eliminate fire and other hazards, and necessary guards to protect property against thievery, vandalism, and unauthorized entry.

8. Real Property

a. Any interest in land (including improvements of any kind, structures, and fixtures located on the premises), and appurtenances thereto, under the control of any Federal agency, except:

(1) The public domain.

(2) Lands reserved or dedicated for National Forest or national park purposes.

(3) Minerals in lands or portions of lands withdrawn or reserved from the public domain which the Secretary of the Interior determines are suitable for disposition under the public land mining and mineral leasing laws.

(4) Lands withdrawn or reserved from the public domain but not including lands or portions of lands so withdrawn or reserved which the Secretary of the Interior, with the concurrence of the Administrator of General Services Administration determines are not suitable for return to the public domain for disposition under the general public land laws because such lands are substantially changed in character by improvements or otherwise.

(5) Crops, gravel, sand, stone, and timber when designated by such agency for removal from the land.

b. Improvements of any kind, structures, and fixtures under the control of any Federal agency when designated by such agency for disposition without the underlying land (including such as may be located on the public domain, or lands withdrawn or reserved from the public domain, or lands reserved or dedicated for National Forest or national park purposes, or on lands that are not owned by the United-*

*-States) excluding, however, prefabricated movable structures, such as Butler-type storage warehouses and quonset huts, and house trailers (with or without undercarriages).

9. Related Personal Property. Any personal property which is one of the following:

a. Located on, and is an integral part of real property, or essential for the productive capacity thereof.

b. Determined by the GSA to be otherwise related to the real property.

10. Space, General Purpose. Space in buildings, including land incidental to the use thereof, which space may be suitable for the use of agencies generally, as determined by the GSA, except:

a. Space in any building located in any foreign country.

b. Space in buildings which are located on the grounds of any fort, camp, post, arsenal, Navy yard, naval training station, airfield, proving ground, military supply depot, or school, or of any similar facility of the Department of Defense or the United States Coast Guard, unless and to such extent as a permit for its use by other than the military shall have been issued by the Secretary of Defense or the Secretary of the Treasury for the United States Coast Guard, or duly authorized representative.

c. Space occupied by the Post Office Department in post office buildings as of July 1, 1950, and space acquired by lease for post office purposes.

For principles governing the financing, management, and servicing of general purpose space, see FSH 6443.

11. Space, Special Purpose. Space in buildings, including land incidental to the use thereof, which is wholly or predominantly utilized for the special purposes of any agency and not generally suitable for the use of other agencies, as determined by the GSA.

For principles governing the financing, management, and servicing of special purpose space, see FSH 6443.-*

12. Urban Centers

*-a. The Washington, D. C., metropolitan area, which includes Washington, D. C.; Montgomery and Prince Georges Counties, Maryland; Arlington and Fairfax Counties, Virginia; and the cities of Alexandria, Fairfax, and Falls Church, Virginia.

b. The cities and standard metropolitan statistical areas listed in FSH 6441. 52, which includes areas within the geographical boundary lines of the counties indicated.

c. The States of Alaska and Hawaii.

d. The Commonwealth of Puerto Rico and the Virgin Islands. -*

Other terms which are defined in the Federal Property and Administrative Services Act of 1949, as amended, shall have the meaning given them by such act.

6441 - SPACE

6441. 2 - Space-Utilization Guidelines and Application

6441. 21 - Purpose. The "Occupancy Guides" (FSM 6441. 14) are designed to secure uniformity in application of space management. They provide a common standard for space requirements and should be used with template layouts to facilitate space planning.

6441. 22 - Template Layouts for Planning Use of Office Space

1. Purpose. Templates are used to develop better office layouts and represent the basic procedure for the scientific analysis of space requirements. No furniture need be moved until the most effective plan has been developed. Workflow can be studied and the location of related operational functions can be visualized in their proper order. The location of personnel and equipment can be studied to take advantage of the best light and ventilation obtainable in the space. Necessary partitioning and other structural changes can be studied and reduced to a minimum and the necessary construction work completed before occupying the space. Telephones, buzzer installations, and electrical outlets can be planned in advance or, where in place, considered in template layouts. Definite information can be supplied to the moving force regarding the location of each piece of furniture. The analysis of office space requirements by template layouts should take into account the space guidelines in FSM 6441. 14.

goal which may or may not be realized, depending on the space required for files, working tools, quality of space, and ability to blend fixed room locations and sizes with organizational requirements within the framework of the minimum space guidelines.

The minimums are applicable to individual positions and reflect the minimum space in which any specific position might function satisfactorily if conditions are favorable.

(Continued on next printed page)

2. Preparation of Template Layouts. Office equipment templates such as for office desk and chair are printed in a 1/4-inch scale. These template sheets, Nos. 1 to 5, can be secured from the regional offices of the GSA, Public Buildings Service.

a. Preparation. A 1/4-inch-scale floor plan of the office can usually be obtained from the lessor, the building manager, or architect. If such a plan is not available, measure the premises and * * * sketch a floor plan at the scale of 1/4 inch to the foot. A sheet of 1/4-inch rectangular, ruled paper will be helpful in sketching this plan. Accurately locate all the walls, columns, windows, doors, radiators, and other building fixtures. It should be noted that any floor plan acquired must be checked for accuracy by actual inspection of the space and comparison with the plan.

Affix the floor plan to 1/2-inch thick Celotex or other soft board.

Before actually placing templates, tentatively allocate space to each work unit and indicate the allocations on the plan. Related units should be placed so that work may flow logically through the office. For the basis of preliminary study, refer to the space guideline for maximum needs for individual positions.

b. Templating. Arrange templates of the required desks, files, and other equipment in each area in various ways until the best layout has been obtained. For equipment not included on the sheets, cut out templates to the proper overall size at 1/4-inch scale and letter to identify.

When the best arrangement has been obtained, fasten all templates in place with Scotch tape, map or thumb tacks, and write employees' names on the templates of the furniture they will use.

c. Reproduction. It is frequently necessary to have a number of copies of the approved layout for the use of telephone and buzzer installers, the moving crew, or for a permanent record. These may be made from the original by photographing or photostating. If for any reason these are not suitable or if the scale of the original must be preserved, a tracing may be made as follows:

(1) Trace around the templates in pencil.

(2) As each template is removed, write in the name of the employee and the equipment represented.

(3) Place layout on a drawing board under a sheet of tracing paper and neatly copy all details.

(4) From such a tracing copies may be made by blueprinting or Ozalid (black line) printing.

(5) Group those employees using the same machine or equipment (a calculator, for example).

*-6441.23 - General Services Administration Assistance. Upon request the GSA regional office will provide space layout assistance by the existing staff or by contract. The contract cost will be reimbursed to the GSA.

No contract shall, without written approval of the GSA, be entered into for interior office design, or space layout, with any non-Federal firm or individual.-*

6441.3 - Space-Management Inspection and Controls

6441.31 - Functional Inspection. Space management should be * * * inspected by * * * functional inspectors of the Washington, Regional, and Station Offices, and by Forest Supervisors (FSM 6450).

6441.32 - Regional Office Controls. Annual reviews will be made by Regional Offices and Experiment Stations of space-use reports, *-AD-380.-* These reports and related template layouts should provide the basic data required for a factual review.

It will be the responsibility of each Region and Station to establish a standard procedure covering the preparation and submission of templates by field offices; also to prescribe supplemental data which may be administratively required on *-AD-380,-* such as a breakdown of personnel by space guideline working titles, etc.

6441.4 - Space Reports

6441.41 - Space-Requirements Report. General Services Administration Form 1731, Notice of Anticipated Appropriation Transfer, and GSA Form *-1807, Notice of Anticipated Expansion Space Changes for Budget Fiscal Year, will be used for the reporting of information on GSA-* controlled space or space in urban areas. Forms and instructions will be issued in advance of due date.

2. Maximum Space Guidelines for Positions. This represents the average space required for each individual in the different classes of positions to function properly under circumstances where the files and working tools are somewhat in excess of normal and where physical restrictions are imposed in blending fixed room locations and sizes with organizational requirements. They represent, not the upper limit that certain individual positions may be assigned, but a maximum weighted average space for all individuals in each class of position. Also, the maximum average space required per office does not represent the upper limit that certain operating units may have or desire or which may be presently utilized at some localities due to an inability to lease proper space.

3. Over-all Space Requirements Per Person Per Unit of Organization. Exhibit 1 also provides the minimum and maximum overall average space requirement per person per unit or organization. It will be noted that an exception is made in the maximum allowance at the ranger district level.

4. Calculated Over-all Space Requirements. The over-all space guidelines per individual will be used as a general indicator of current space utilization and in administrative review of SF-123. However, the basic over-all needs should be appraised by application of the minimum and maximum space guidelines to related number of the employees and adding the results, separately, for the minimum and maximum calculations. The results will be an indicator of the total over-all minimum and maximum space needs. By dividing the results by the number of employees, the calculated minimum and maximum average indicated space needs are determined.

5. How To Use Space Guidelines. The space guidelines are provided to indicate the need for space and to facilitate the solution of space management problems. The guidelines should be used in conjunction with the template layout procedures and the basic space factors outlined herein in determining space requirements.

6441.23 - Basic Factors In Determining Space Requirements. The following is quoted from the General Services Administration Circular No. 50 dated August 4, 1952:

> "It is recognized that the function and staff composition of an agency, the type of operation, physical characteristics of space, rental, service and alteration costs, and other special conditions must be considered in assigning space and evaluating its use."

The following are basic factors to be considered in determining office space requirements and are not necessarily listed in order of priority.

1. Desk Area Space. Analyze the desk area space for each position giving cognizance to the responsibilities of the position (see Exhibit 1).

2. Files and Working Tools. The files and working tools have a bearing on the size of an office. Files include both legal

and letter-sized files plus the various-sized file cabinets required for maps, etc. "Working tools" include special adding machines stands, special typewriter tables, bookkeeping machines and other related working tools requiring special floor space, and in a broader way such items as coat cabinets, bookcases, and supply cabinets. Files, if possible, should be placed against walls or railings, or to provide separation of work units. Heavy equipment should be placed against walls or columns.

The space occupied by files, including the drawer opening space, will vary from 5 sq. ft. for a 25" by 16" file to 7 sq. ft. for 25" by 20" file. Space allowances for files and cabinets should include the area required to open them.

3. Visitor, Conference and Passageway Space. Space needed for visitors, conferences and passageway inside a room will be considered. Exhibit 1 shows the indicated space for this category of use for the different positions, which amount, when added to the desk area and file area, will provide an adequate indicator of space requirements.

Adequate reception space conveniently located to receive the public is a prerequisite. There should be sufficient space to accommodate the normal peak number of visitors received at any one time.

4. Relationship of Staff to Clerical and Other Positions. Make an analysis of the ratio of staff to clerical, including technical specialists, draftsmen, and detailers.

5. Functional or Work Unit Requirements. The office of the secretary-clerk-receptionist should be located next to the office of the unit head in order to facilitate the reception and direction of visitors and to function more efficiently in furnishing reference file material, taking of dictation, etc.

Working units within a division in a regional office or in a forest supervisor's office should be kept intact insofar as possible to facilitate supervision and the exchange of work papers within the unit. Flow lines of work should be held to a minimum. If possible desks should be arranged so that each worker receives his work from the person adjacent to him or her. Group those employees using the same machine or equipment.

6. Physical Characteristics of Office Space. One of the most difficult problems in securing good space utilization is the fixed nature of the rooms. Where alteration costs are not prohibitive, better space utilization and working conditions should be provided by installation of partitions, either halfway up or from floor to ceiling, as the situation demands.

7. Peak Season Consideration. Additional space must be provided at a reduced square footage allowance per person for season workers.

8. Emergency Programs. Any substantial increase in space to accommodate any expanded or emergency program for a work season or longer duration will be met by a reanalysis of space needs.

9. Office Space Standards

a. Intent. The standards are intended for use as a guide in obtaining space and reflect desired minimums. It is realized that local conditions may make it necessary in some cases to accept nonconforming space but every effort should be made to obtain, as soon as possible, conforming space that meets or exceeds the conditions set forth.

b. Fire Resistance. Office (interior partitions excepted) minimum 1 hour, public space minimum 2 hours.

c. Floorload Capacity (Superimposed "Live" load). For extremely heavy loading, such as required by electronic computers, concentration of safes or safe files, etc., engineering analysis is required to determine floorload capacity.

For normal use:

Offices	80 pounds per square foot
Public spaces	100 pounds per square foot

*-d. Insulation. Thermal insulation shall be provided under roof and, where conditions warrant, on exterior walls.

e. Heat. Minimum inside temperature of 72° F. regardless of outside conditions and without undue drafts or noise.

f. Ventilation. Mechanical ventilation to introduce fresh air (tempered in winter), particularly on the upper floors of buildings that are not air-conditioned and where the design-effective temperature is 80° F. or over. Under those circumstances ventilation should provide 1.5 cubic feet per minute per square foot of floor area without undue noise or draft. Mechanical ventilation also is required where the open window area of an office measures less than 5 percent of the floor area, where ordinary office space without cross ventilation is more than 24 feet deep, or where ordinary office space with cross ventilation has floor space more than 35 feet from a window.-*

Conference rooms and space containing business machines or other heat-producing equipment require mechanical ventilation at the rate of *-3-* cubic feet per minute per square foot of floor area.

*-g.-*Air Conditioning. Summer air conditioning for the comfort of employees is to be provided for all buildings in locations having a design-effective temperature of *-78° F.-* or more. The system is to be capable of cooling, without undue drafts or noise, the conditioned space to *-78° F.-* (dry-bulb) temperature *-45-* and *-50-* percent relative humidity based on the outside design, wet and dry-bulb temperatures given in the American Society of Heating and Ventilation Engineers' Guide (current edition). In no case, however, should the inside temperature be more than 20° F. dry-bulb below the outside dry-bulb temperature. Outside air is to be supplied at a rate of 15 cubic feet per minute per person.

*-h.-*Acoustical Treatment. Ceilings of offices, corridors, and public spaces shall be treated with acoustic material with a noise reduction coefficient of *-0.65-* or better.

*-i.-*Toilet Facilities. Toilet rooms must be provided with mechanical exhaust where open window area is less than 5 percent or net floor area.

Where more than one water closet is provided per room, each water closet shall be enclosed in a stall not less than 2'6" x 4'0" and each stall shall be provided with a door. For proper number of fixtures, see the following table:

Number of persons	MEN			WOMEN	
	Water closets	Urinals	Lavatories	Water closets	Lavatories
1 to 8	1	0	1	1	1
9 to 24	2	1	1	2	2
25 to 36	2	1	2	3	2
37 to 56	3	1	2	4	3
57 to 75	4	1	2	5	4
76 to 96	4	2	3	6	4
97 to 119	5	2	3	7	5

For larger installations, see GSA standards.

*-j.-*Drinking Water. Chilled drinking water shall be provided on each floor containing offices so spaced that no employee

has to travel more than 100 feet to reach the outlet. Not more than one outlet need be provided for each group of 30 employees.

*-k. Lighting. Good illumination of indirect or shielded type is to be provided to reduce glare. A minimum of 35 foot-candles of illumination at working height to be maintained in service throughout general office area. Difficult seeing tasks, including typing, accounting, bookkeeping, and drafting, shall be 50 foot-candles or more, depending on the task.

1. Colors. To complement and make the lighting system more effective, ceilings shall be finished flat white and walls shall be of light-reflecting colors with flat or eggshell finish to reduce glare. Occasional contrasting colors within the office are desirable. All areas should be painted before initial occupancy and repainted every 3 years.-*

*-m.-*Electric Convenience Outlets. Adequate number of convenience outlets shall be provided for operation of electric office machines (electric typewriters, calculators, etc.) needed in the particular office. Outlets are to be so placed as to eliminate the use of extension cords, particularly across passageways. A minimum of one duplex outlet in each private office and one duplex outlet in each 150 square feet of open area *-is required-*. This minimum should be increased, preferably by floor ducts or overhead trolley, to provide for the particular needs of any office.

*-n.-*Elevator Service. If office space is located above the second floor, suitable passenger elevator service must be provided. If there is active in-and-out movement of supplies or equipment and space is located above or below *-ground-* level, a freight elevator will be required. A combination freight and passenger elevator may be considered.

*-o. Partitions. Ceiling-high partitions, when required primarily for audio-privacy, must be substantially constructed or insulated to prevent transmission of voices in normal conversation.

Less than ceiling-high partitions (bank-type) are primarily for visual privacy. They should be of prefabricated, adjustable units to provide flexibility in office location and arrangement. To improve ventilation and lighting, they should be no more than 5 feet 10 inches high. The upper portion should be glazed and the bottom should be approximately 5 inches above the floor. Doors are useless gates creating installation and maintenance problems, and should be omitted.-*

*-p.-*Floors. All floors in office space shall be covered with a light-colored ashphalt tile, *-vinyl asphalt tile,-* linoleum, or other suitable *-resilient-* material. Laboratories or other special-use space shall be covered or finished to meet specific conditions.

*-q.-*Window Covering. All windows shall be provided with venetian blinds, awnings, or other approved means for shading and reducing glare.

-r. Janitorial and Cleaning Services. In offices, toilets and special-purpose areas, floors should be cleaned, furniture dusted, and trash removed daily. Floors should be washed at least once a month and waxed at least four times a year. Venetian blinds should be dusted monthly and washed annually. Light fixtures and other high objects should be dusted monthly. Windows should be washed, inside and out, four times a year. Toilet supplies including soap in dispensers, towels, and toilet tissue, should be furnished as required.-

10. Availability of Acceptable Space. There is frequently very limited, if any, choice in securing acceptable privately owned space as to quality and physical characteristics in many small communities where headquarters are located. The guidelines do not attempt to cover these special cases. Continued efforts should, however, be made to seek leased space more in line with analyzed requirements.

11. Location With Reference to Accessibility to Public. Regional offices should be reasonably accessible to the general public and to Federal, State, and local government agencies, and private agencies and individuals having business with the Forest Service. The forest supervisor's office should be in or convenient to the business district of the community. The district ranger headquarters should be located in a town or very near a town in order that the ranger may redeem his responsibilities in contacting users of national forest resources and in carrying out other public service activities.

(Continued on next printed page)

6441.24 - Template Layouts for Planning Use of Office Space

1. Purpose. Templates are used to develop better office layouts and represent the basic procedure for the scientific analysis of space requirements. No furniture need be moved until the most effective plan has been developed. Workflow can be studied and the location of related operational functions can be visualized in their proper order. The location of personnel and equipment can be studied to take advantage of the best light and ventilation obtainable in the space. Necessary partitioning and other structural changes can be studied and reduced to a minimum and the necessary construction work completed before occupying the space. Telephones, buzzer installations, and electrical outlets can be planned in advance or, where in place, considered in template layouts. Definite information can be supplied to the moving force regarding the location of each piece of furniture. The analysis of office space requirements by template layouts should take into account the space guidelines in exhibit 1 and the basic factors enumerated in FSH 6441.23.

2. Preparation of Template Layouts. Office equipment templates such as for office desk and chair are printed in a 1/4-inch scale. These template sheets, Nos. 1 to 5, can be secured from the regional offices of the General Services Administration, Public Buildings Service.

a. Preparation. A 1/4-inch-scale floor plan of the office can usually be obtained from the lessor, the building manager, or architect. If such a plan is not available, measure the premises and carefully sketch a floor plan at the scale of 1/4 inch to the foot. A sheet of 1/4-inch rectangular, ruled paper will be helpful in sketching this plan. Accurately locate all the walls, columns, windows, doors, radiators, and other building fixtures. It should be noted that any floor plan acquired must be checked for accuracy by actual inspection of the space and comparison with the plan.

"Office Planning and Layout Instruction" with templating tool may be purchased from the Remington Rand Management Controls Division, 315 Fourth Avenue, New York 10, N. Y.

Affix the floor plan to 1/2-inch thick celotex or other soft board.

Before actually placing templates, tentatively allocate space to each work unit and indicate the allocations on the plan. Related units should be placed so that work may flow logically through

the office. For the basis of preliminary study, refer to the space guideline for maximum needs for individual positions.

b. Templating. Arrange templates of the required desks, files, and other equipment in each area in various ways until the best layout has been obtained. (For equipment not included on the sheets, cut out templates to the proper overall size at 1/4-inch scale and letter to identify.)

When the best arrangement has been obtained, fasten all templates in place with scotch tape, map or thumb tacks, and write employees' names on the templates of the furniture they will use.

c. Reproduction. It is frequently necessary to have a number of copies of the approved layout (for the use of telephone and buzzer installers, the moving crew, or for a permanent record). These may be made from the original by photographing or photostating. If for any reason these are not suitable or if the scale of the original must be preserved, a tracing may be made as follows:

(1) Trace around the templates in pencil.

(2) As each template is removed, write in the name of the employee and the equipment represented.

(3) Place layout on a drawing board under a sheet of tracing paper and neatly copy all details.

(4) From such a tracing copies may be made by blueprinting or ozalid (black line) printing.

(5) Group those employees using the same machine or equipment (a calculator, for example).

d. For Whom Prepared. Template layouts will be prepared for the following offices as necessary, and required by the Regional Forester or Director:

(1) Regional Offices and Experiment Stations.

(2) National Forest headquarters and research unit offices.

(3) Ranger District headquarters offices.

The template layout for Ranger station offices can be included on the back of SF-123, Report of Space Use by Buildings, for 2- and 3-room offices. Larger offices should be prepared on separate templates.

The preparation of the template is the responsibility of each organizational unit at the three-field levels. A master template control record will be maintained in the Regional Office and Experiment Station for all field offices which occupy space under control of General Services Administration and the Post Office Department.

6441.3 - Space-Management Inspection and Controls

6441.31 - * * * Functional Inspection. Space management should be adequately inspected by appropriate functional inspectors of the Washington, Regional, and Station offices, and by Forest Supervisors (FSM, FSH 6450).

6441.32 - Regional Office * * * Controls. Annual reviews will be made by Regional Offices and Experiment Stations of space-use reports, SF-123. These reports and related template layouts should provide the basic data required for a factual review.

It will be the responsibility of each Region and Station to establish a standard procedure covering the preparation and submission of templates by field offices; also to prescribe supplemental data which may be administratively required on SF-123, such as a breakdown of personnel by space guideline working titles, etc.

6441.4 - Space Reports

6441.41 - Space-Requirements Report. *-GSA Form 1731, Notice of Anticipated Appropriation Transfer, and GSA Form 1357A, Notice of Anticipated Space Changes, will be used for the reporting of information on General Services Administration controlled space or space in urban areas. Forms and instructions will be issued in advance of due date. -*

EXHIBIT 1

U. S. FOREST SERVICE

Space Utilization Guidelines

Regional Offices and Experiment Stations

Forest Service working title classification	Office space guideline per employee: Min. and max.	Desk space area	Files and work tools	Visitor and passageway: No.	Visitor and passageway: Sq.ft. need	Visitor and passageway: Total	Total space needs
Combined executive and conference space							
*Regional Forester	Min.	100	20	10	18	180	300
*Regional Director	Max.	100	30	15	18	270	400
Executive offices							
*Division Chiefs	Min.	100	10	5	18	90	220
	Max.	100	20	7	15	105	225
Junior executive officers							
**Staff Officers	Min.	60	20	3	15	45	125
	Max.	75	30	3	15	45	150
Secretary-receptionist							
Combined secretary and rec'p. (RF-Director)	Min.	75	25	10	15	150	250
	Max.	75	45	15	12	180	300
Secretary-clerks-rec'p. (Division Chiefs)	Min.	75	40	3	20	60	175
	Max.	75	65	3	20	60	200
Clerical							
Clerks GS 4-7	Min.	50	15	1	10	10	75
	Max.	50	30	2	10	20	100
Manual Record Section	Min.	50	15			10	75
	Max.	50	40			10	100
Clerks GS 1-3	Min.	35	15				50
	Max.	35	25			15	75
Stenographic pool	Min.	35	15				50
	Max.	35	25			15	75
Clerks--seasonal	Min.	35					35
	Max.	35	15				50
Bookkeeping Mach. Oper.	Min.	50	45			30	125
	Max.	50	70			30	150
Drafting Rooms							
Draftsmen and cartographic engs.	Min.	75	15			10	100
	Max.	75	40			10	125
Miscellaneous							
Technical personnel	Min.	50	25				75
	Max.	50	35			15	100
Detailers from field	Min.	35	15				50
	Max.	35	15				50
Average over-all space per employee (sq.ft.)	Min.						110
	Max.						125
Combined space 2 staff officers	Min.	100	35	3	15	45	180
	Max.	120	55	5	15	75	250

Private Office Space Occupancy Guideline
*Necessary to meet organization needs.
**Asst. Chief, Personnel Mgmt.; and Section Head, P&S.

National Forest Headquarter Offices

Research Central Offices

Forest Service working title classification	Office space guideline per employee: Min. and max.	Desk space area	Files and work tools	Visitor and passageway: No.	Visitor and passageway: Sq.ft. need	Visitor and passageway: Total	Total space needs
*Forest Supervisor	Min.	100	10	5	18	90	200
	Max.	100	15	9	15	135	250
Staff Officers	Min.	60	20	3	15	45	125
	Max.	60	45	3	15	45	150
Secretary-clerks-rec'p.	Min.	75	35	6	15	90	200
	Max.	75	70	7	15	105	250
Accounting & vouchering	Min.	50	15	1	10	10	75
	Max.	50	30	2	10	20	100
Resource Mgmt. Clerk	Min.	50	50	2	12	25	125
	Max.	50	75	2	12	25	150
Clerks GS 1-2	Min.	35	15				50
	Max.	35	25			15	75
Clerks--seasonal	Min.	35					35
	Max.	35	15				50
Engineering Aids and foremen	Min.	50	15			10	75
	Max.	50	30			10	90
Technical personnel	Min.	35	15				50
	Max.	35	25			15	75
Detailers from districts	Min.	35					35
	Max.	35					35
Average over-all space per employee (sq.ft.)	Min.						100
	Max.						125
Combined space 2 staff officers	Min.	100	35	3	15	45	180
	Max.	120	55	5	15	75	250

Private Room Space Occupancy Guideline
*Necessary to meet organization needs.
Note: Space allowances cover over-all space, not purely General Services Administration Code A space.

Ranger District Headquarter Offices; XXXXXXXXXXXX

Forest Service working title classification	Office space guideline per employee: Min. and max.	Desk space area	Files and work tools	Visitor and passageway: No.	Visitor and passageway: Sq.ft. need	Visitor and passageway: Total	Total space needs
*District Ranger	Min.	100	15	4	15	60	175
	Max.	100	25	5	15	75	200
Assistant Rangers	Min.	50	13	1	12	12	75
	Max.	50	25	2	12	25	100
Office manager or dispatcher	Min.	75	13	1	12	12	100
	Max.	75	25	2	12	25	125
Clerks-yearlong & seasonal	Min.	35	15				50
	Max.	35	25			15	75
Engineering Aids (road locators, etc.)	Min.	50					50
	Max.	50	25				50
Other Assistants	Min.	35					35
	Max.	35	15				50
Average over-all space per employee (sq.ft.)	Min.					See Note	100
	Max.						125
Combined space							
Ranger & Asst. Rgr.	Min.						225
	Max.						250
Ranger & 1 Asst. Rgr.	Min.						250
Rgr. Hdqr. w/1-rm.office	Max.						300
Ranger & 2 Asst. Rgrs.	Min.						300
Rgr. Hdqr. w/1-rm.office	Max.						350

Private Room Occupancy Guideline
*Desirable.
Note: The 125 sq.ft. is upper over-all limit per person unless application of space guidelines by individual class of positions produces a higher average.

SPACE UTILIZATION

(Refer to Exhibit 1 on reverse of this page)

STATEMENT OF GENERAL PROBLEMS AND THEIR ANALYSIS

I. Statement of the Problems

A. The Forest Service occupies approximately 1,200 offices throughout the United States and in Alaska and Puerto Rico, of which 115 are under the control of the General Services Administration, 86 under the control of the Post Office Department, and the remainder under the control of the Forest Service.

B. The space occupied in fiscal year 1953 in leased quarters by the Forest Service averaged approximately 148 square feet per person. Many reasons have been advanced in attempts to justify this excessive space utilization, such as unavailability of other suitable quarters, reluctance of lessor to lease less office space, interior arrangements which will not permit better utilization, etc. However, it appears evident that Service-wide there are many opportunities for improvement in use of space, with the resultant saving in rental costs.

C. There are also numerous instances where excessive space is being utilized in Post Office and Federal Buildings and where such space is at a premium and could be used by other Government agencies now occupying rented quarters or assigned inadequate space in the Post Office or Federal Building. There may also be some cases where Forest Service field offices presently occupy less space than is required to function efficiently.

D. In the past the Forest Service has constructed office buildings based on designs which often provided more space per capita and single-room occupancy than can be justified, particularly under present-day concepts of what constitutes efficient space utilization. On the other hand there are also numerous cases where offices have been constructed which provide inadequate space for a minimum office force.

E. Space cost is figured on the basis of square feet. Space represents money. This offers a challenge to effect economies in the field of space management.

F. The General Services Administration has established a Nation-wide objective goal of Code A space of 90 sq. ft. per person. This goal was set to reduce the Nation-wide rental and real property management costs. Since the General Services Administration initiated the space utilization program, the average use per person has progressively dropped. The average in 1950 was 116 sq. ft., in June 1951 the average was cut to 106 sq. ft., and in June 1952 it was lowered to 103 sq. ft. per person.

While it is generally acknowledged that the General Services Administration goal of 90 sq. ft. per person will not meet our general space requirements, somewhere between 90 sq. ft. and the present Service average there is a Service optimum from the standpoint of the most economical total operation. The problem is to (1) analyze the general space requirements and develop ways and means of attaining thrifty and efficient use of space, and (2) develop ways and means of documenting actual needs through the application of scientific management principles.

II. Analysis of Office Space Requirements

No attempt was made to analyze actual space utilization for all of the 1,200 offices. Instead, the analysis was conducted as outlined below.

A. Use and study of templates secured from typical offices at the three field organizational levels, which portrayed actual space needs for files, working tools, visitor accommodations, room passageways, and physical characteristics of rooms. These included one regional office, six national forest headquarters offices, and seven ranger district offices. The supervisor and ranger offices were selected from both eastern and western regions.

B. Study of space needs for the different positions at each of the three levels, as shown in Exhibit 1.

C. Supplementing template analyses with personal knowledge and experience of the committee regarding space needs.

Preliminary analyses revealed that the space problems and conditions for the administrative organization were equally applicable to the research branch; hence detailed study of field offices of the latter were not considered necessary.

Regions and stations which desire a copy of the report covering the details of the analysis and findings of the committee should request it from the Chief's office.

6441.42 - Space-Occupied Report

1. To General Services Administration

a. Outside Metropolitan Area of Washington, D. C. A report of space use, by buildings, outside the metropolitan area of Washington, D. C., shall be prepared as of September 30 of each year reflecting general and special purpose space neither assigned nor controlled by General Services Administration when located in cities having populations exceeding 25,000. The reports shall include the following and be prepared on SF-123, Report of Space Use by Building, and submitted to reach the appropriate General Service Administration regional office within 5 days after reporting date:

(1) Federally owned.

(2) Leased, including nominal or rent free.

(3) Commercial garage space of 2,500 square feet or more.

The reports shall not include the following:

(1) Non-Federal free space.

(2) Desk space for use of one person in space reported by others.

(3) Intermittent occupancy; such as, 1 day a week.

(4) Space under cooperative agreements.

(5) Forest Products Laboratory.

b. Inside Metropolitan Area of Washington, D. C. A report of space use within the metropolitan area of Washington, D. C., shall be prepared bimonthly on SF-111, Agency Space Report, and submitted to the Office of Plant and Operations before the end of the bimonthly period.

2. To Washington Office for Space Outside District of Columbia. Annually as of September 30, reports shall be submitted to reach the Washington Office by October 10.

* * * * *

*-a. -*Procedure. Reports shall be submitted in duplicate on SF-123, except as otherwise noted, and cover the following occupancies:

(1) All space reported to General Services Administration under item 1a.

(2) Leased space not required to be reported to general Services Administration.

(3) Federal space not required to be reported to General Services Administration. (This shall not include Government-owned buildings under control of the Forest Service, unless the space qualifies for reporting under item (7).)

(4) Non-Federal free space, except that held under cooperative agreement or furnished by colleges or universities.

(5) Space under cooperative agreement or which is furnished by colleges or universities and which, in either case, is occupied by Regional Offices and warehouses, Experiment Station headquarters, or Forest Supervisor headquarters.

(6) Part-time or casual occupancy, but only if definite space is leased or is assigned in a Federal building; otherwise, a listing of such occupancies giving the city, the type of office, and the building in which located, will be acceptable.

(7) Space in Government-owned buildings under control of the Department or Forest Service for occupancy by Regional Offices and warehouses, Experiment Station headquarters, Forest Supervisor headquarters, and the Forest Products Laboratory.

When there is no change in the SF-123 previously submitted, a statement to that effect will be sufficient. When there is more than one office in a city, the reports shall contain sufficient information to identify the offices listed. All space previously reported shall be accounted for, therefore a listing of terminations shall be submitted with the annual report.

-The form must be fully completed, except that block 10 need show only the "Total of All Employees."-

*-The organizational unit or units occupying the space will be shown in block 11 to clarify occupancy by units which have been separated from the parent organization due to lack of space or other reasons.

b. Changes. Except for personnel, any changes in space use in the following offices or units will be reported currently by submission of a revised SF-123 in duplicate. This includes submission of an SF-123 for space use at a new location, together with notification of any location entirely vacated.

(1) Regional Offices and warehouses.

(2) Experiment Station headquarters.

(3) Forest headquarters.

(4) Forest Products Laboratory.-*

3. Definitions of Space Terms Used on SF-123. The type of space to be included in each of the space codes, A, B, C, D, E, and F of block 9; and the type of personnel to be included in block 10 of SF-123 are defined as follows:

a. Block 9

Code A, Office Space. Space used in performing executive, administrative, professional, technical, or clerical work, and containing desks, tables, chairs, or other office furniture, together with normal numbers of files, labor-saving equipment, office machines, etc., including (1) conference rooms of 600 square feet or less, predominantly used for conduct of the work of the office to which assigned; (2) all space for combination private office-conference rooms, combination secretary-reception areas, combination private office-libraries, interview rooms, drafting rooms; and (3) space occupied by contiguous concentrations of the equivalent of 15 or fewer ordinary letter-sized filing sections.

Code B, Active Files. Space occupied by contiguous concentrations of more than the equivalent of 15 ordinary letter-sized filing sections, to which reference is made in the aggregate at least once per month per drawer.

Code C, Inactive Files. Space occupied by contiguous concentrations of more than the equivalent of 15 ordinary letter-sized filing sections, to which reference is made in the aggregate less than once per month per drawer.

Code D, Storage and Warehouse. Space within buildings occupied for storage, issuance, or the handling of supplies or materials, equipment, forms, publications, or other personal property. Small storage cabinets or small sections of shelving in office areas should be considered as normal to and reported under code A space.

Code E, Vacant Space. Net usable space that is assigned to or controlled by an agency which is unoccupied on the date of the report.

Code F, All Other Space. Space that is assigned to or under the control of a reporting agency, which cannot properly be reported under codes A, B, C, D, and E, including assigned areas, if any, that cannot be considered as usable space; such as, stairways, elevator shafts, toilet rooms, and custodial space. Normally reportable under code F, but not stated as limitations, are (1) lecture rooms, training and examination rooms, court and hearing rooms, conference rooms of more than 600 square feet, exhibit and reading rooms, libraries, and large public meeting or waiting areas; (2) those areas in which are performed accounting card and similar special machine operations, addressograph operations, large mail distribution and reproduction functions, first aid, health and medical facilities, laboratories, workshops, and workrooms; and (3) in open office areas containing 2,500 or more square feet reported under code A and intensively utilized, a reasonable allowance may be made for aisles and passageways leading to a minimum of exits actually required for the safety and efficient circulation of employees or the general public.

b. Block 10. Report in block 10 all paid full-time employees who normally require assigned space in which to perform their duties. Part-time or occasional employees, employees of service organizations, board and committee members, and cooperative and volunteer employees are to be reported only if they actually require assigned space at least 50 percent of the normal annual working hours of the

agency, and when they occupy the space as of the reporting date. Employees who require assigned space less than 50 percent of the time should be mentioned in the "Remarks" block of the report form.

(1) Office Employees. Report as office employees only those who occupy space reported as code A. Employees who do not have GS classifications should be reported in the grade most closely representative by salary and position.

(2) Nonoffice Employees. Report as nonoffice employees those occupying space reported in codes B, C, D, E, and F.

(Continued on next printed page)

(3) Extra-Shift Employees. Extra-shift employees are not to be reported. The only employees to be reported are those who normally occupy space during the principal shift.

4. Special Purpose Space. GSA has made findings that the following types of space are wholly or predominantly utilized for the special purposes of the Department of Agriculture, and are not generally suitable for the uses of the other agencies.

a. Closed Storage. Includes aircraft storage and repair shops, garage space held under service contract, and miscellaneous storage by cubic foot or weight basis.

b. Miscellaneous. Includes fumigation areas, greenhouses, land, and space utilized in cooperation with State and local governments, or instrumentalities thereof, where a portion of such space is occupied by, and a portion of the rental is paid by, the cooperating State or local government.

6441.43 - Report of Leased Real Property

1. General Instructions. Report will be submitted annually, in quadruplicate, to reach the Washington Office by *-August 22-* covering leased real property as of June 30.

Responsibility for the preparation of the report will be assigned to an employee familiar with lease procedure and well qualified to submit an accurate report. Instructions on the preparation of the report shall be thoroughly reviewed to ensure a complete understanding of the information being requested and the method of reporting it. Stations will submit their reports to the respective Regions for reporting.

a. Preparation of Reports. GSA Form 1166a, Annual Report of Real Property Leased to the United States. The report shall include all real property leased to the United States Government from private individuals and organizations, and from municipal, county, State, and foreign governments, as evidenced by a written agreement involving a monetary consideration and a landlord-tenant relationship. It shall also include right of use and occupancy obtained under eminent domain proceedings or equivalent procedures.

Items to be excluded from the annual reports are: (1) real property occupied under permit or other arrangements with other Federal Government agencies or wholly owned Federal Government corporations; (2) leasehold improvements; (3) rights-of-way and easements; and (4) real property leased rent free or for nominal rent, unless the property is significant.

Examples of properties to be excluded are: (1) building space and/or land made available to the Federal Government, rent free or for nominal payment, such as rooms in courthouses, county buildings, or universities; and (2) land upon which the Government has been granted an easement, right-of-way, or permit to place power transmission lines, gaging stations, fire lookout towers, and revetments. Determination as to whether the item is significant and is rent free or for nominal rental is the responsibility of the reporting agency. This is understood to mean the exclusion of such space as that occupied by Experiment Stations, Ranger stations, etc., in university buildings, courthouses, or other buildings which are rent free, and small tracts of land such as those leased for radio towers, lookout tower guys, etc. Substantial tracts of land, such as those leased in Montana for grazing purposes, shall be reported. To help resolve questions pertaining to the definition of "nominal payment," 35 Comp. Gen. 713 is suggested as a guide.

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laboratories, workshops, and workrooms; and (3) in open office areas containing 2,500 or more square feet reported under code A and intensively utilized, a reasonable allowance may be made for aisles and passageways leading to a minimum of exits actually required for the safety and efficient circulation of employees or the general public.

b. Block 10. Report in block 10 all paid full-time employees who normally require assigned space in which to perform their duties. Part-time or occasional employees, employees of service organizations, board and committes members, and cooperative and volunteer employees are to be reported only if they actually require assigned space at least 50 percent of the normal annual working hours of the agency, and when they occupy the space as of the reporting date. Employees who require assigned space less than 50 percent of the time should be mentioned in the "Remarks" block of the report form.

(1) Office Employees. Report as office employees only those who occupy space reported as code A. Employees who do not have GS classifications should be reported in the grade most closely representative by salary and position.

(2) Nonoffice Employees. Report as nonoffice employees those occupying space reported in codes B, C, D, E, and F.

(3) Extra-Shift Employees. Extra-shift employees are not to be reported. The only employees to be reported are those who normally occupy space during the principal shift.

4. Special Purpose Space. GSA has made findings that the following types of space are wholly or predominantly utilized for the special purposes of the Department of Agriculture, and are not generally suitable for the uses of the other agencies:

a. Closed Storage. Includes aircraft storage and repair shops, garage space held under service contract, and miscellaneous storage by cubic foot or weight basis.

b. Miscellaneous. Includes fumigation areas, greenhouses, land, and space utilized in cooperation with State and local governments, or instrumentalities thereof, where a portion of such space is occupied by, and a portion of the rental is paid by, the cooperating State or local government.

*-6441.43 - Report of Leased Real Property

1. General Instructions. Report will be submitted annually, in quadruplicate, to reach the Washington office by August 1 covering leased real property as of June 30.

Responsibility for the preparation of the report will be assigned to an employee familiar with lease procedure and well qualified to submit an accurate report. Instructions on the preparation of the report shall be thoroughly reviewed to insure a complete understanding of the information being requested and the method of reporting it. Stations will submit their reports to the respective regions for reporting.

a. Preparation of Reports. GSA Form 1166A, Annual Report of Real Property Leased to the United States. The report shall include all real property leased to the United States Government from private individuals and organizations, and from municipal, county, State, and foreign governments, as evidenced by a written agreement involving a monetary consideration and a landlord-tenant relationship. It shall also include right of use and occupancy obtained under eminent domain proceedings or equivalent procedures.

Items to be excluded from the annual reports are: (1) real property occupied under permit or other arrangements with other Federal Government agencies or wholly owned Federal Government corporations; (2) leasehold improvements; (3) (3) rights-of-way and easements; and (4) real property leased rent free or for nominal rent, unless the property is significant.

Examples of properties to be excluded are: (1) building space and/or land made available to the Federal Government, rent free or for nominal payment, such as rooms in courthouses, county buildings, or universities; and (2) land upon which the Government has been granted an easement, right-of-way, or permit to place power transmission lines, gaging stations, fire lookout towers, and revetments. Determination as to whether the item is significant and is rent free or for nominal rental is the responsibility of the reporting agency. This is understood to mean the exclusion of such space as that occupied by experiment stations, ranger stations, etc., in university buildings, courthouses, or other buildings which are rent free, and small tracts of land such as those leased for radio towers, lookout tower guys, etc. Substantial tracts of land, such as those leased in Montana for grazing purposes, shall be reported. To help resolve questions pertaining to the definition of "nominal payment," 35 Comp. Gen. 713 is suggested as a guide.-*

*-b. Reporting Agency. For purposes of the inventory of leased properties, the reporting agency is the one currently administering the lease and making rental payments to the lessor, regardless of which agency made the original lease or is currently using the property.

c. Reporting Entity. An individual report shall be submitted for a lease or combination of leases covering (1) buildings and portions thereof, (2) buildings with land, and (3) land only. Real property leased to the United States shall be reported as follows:

(1) Buildings and Portions Thereof. Leases for buildings or portions of buildings shall be reported as follows:

(a) Annual Rental of $2,000 or More. Each lease executed for a single building, or portion of a building, such as an office building, post office, or warehouse, with an annual rental of $2,000 or over, shall be the subject of a separate report.

(b) Annual Rental Less Than $2,000. A lease executed for a single building or portion thereof, for which the annual rental rate is less than $2,000, shall be combined with similar leases to form a single report (to be reported in block 4 as "consolidations") provided the location of the buildings is in one of the following categories: (1) major city in the United States (exhibit 1): (2) State (excluding leases for buildings or portions of buildings in major cities); or (3) United States Territory or possession, or foreign country.

(2) Buildings With Land. Leases covering one or more buildings with land, such as a supply depot, shall be the subject of an individual report.

A lease covering both buildings and land with an annual rental rate of less than $2,000 shall be combined with similar leases to form a single report (to be reported in block 4 as "consolidations") provided the location of the property is in one of the following categories:

(a) Major city in the United States (exhibit 1).

(b) State (excluding land and buildings in major cities).

(c) United States Territory or possession, or foreign country.-*

*-(3) Land Only. Leases covering land only may include unimproved lands, as well as land upon which federally owned buildings or other improvements have been constructed or are under construction. These leases shall be reported as follows:

(a) Annual Rental of $500 or More. Leases for land only with an annual rental of $500 or over shall be the subject of a separate report.

(b) Annual Rental Less Than $500. A lease for land with an annual rental rate of less than $500 shall be combined with similar leases to form a single report (to be reported in block 4 as "consolidations") provided the location of the land is in one of the following categories: (1) major city in the United States (exhibit 1); (2) State (excluding land in major cities); or (3) United States Territory or possession, or foreign country.

When leases have been combined to form a single report, supporting detailed information for each lease shall be available in the files.

In no case shall a report cover real property in more than one State. When a lease covers property in more than one State, a separate report shall be prepared for the property in each.

2. Specific Instructions. The following instructions outline the method and procedure for making entries in each block and shall be followed step by step in completion of the form.

a. Date, Agency, and Property Identification

Block 1. Enter effective date of report.

Block 2, Agency Control No. Control number will be A-FS followed by the region number and the number assigned to the lease for reporting purpose. For example, the first lease being reported by Region 1 would be shown as A-FS-R-1-1.

In reporting a lease, use whenever possible the same number that was used in previous years. However, consolidations may tend to upset the numbering.

Block 3, GSA Control No. Leave this space blank.-*

*-Block 4, Name of Property. Enter the commonly used name for the property being reported, such as "U.S. Post Office" or "Wilkins Building." When a building has no name, use the street address or other local designation. For consolidated reports covering more than one lease, insert the word "Consolidation" only in this block.

Abbreviate the name of the property, when necessary, so that it will not exceed 23 letters (count each space between numbers or words as a letter). For example, "First National Bank Building," which has 28 letters, should be abbreviated to "First Nat Bank Bldg."

Block 5, Reporting Agency. Enter "Department of Agriculture."

Block 6, Bureau or Other Major Organization. Enter "Forest Service."

b. Location

Block 7, State or Continent. Enter the name of the State or possession in which the real property is located. When an installation is located in more than one State, a separate report shall be submitted to cover the portion of the installation located in each State.

Block 8, City or Town. Enter the name of the city or town in which the property is located, provided the property is in one county only and the nearby city is located in the same county. Otherwise, enter "No city identification." The name of the major city shall be shown here in "consolidation" reports in that category. In reports covering State, "consolidations" this block shall be left blank.

Block 9, County. Enter the county, counties, parish, or parishes in which the property is located. If space is insufficient, complete the list under Remarks, Block 24, or on the reverse of the form. In "consolidation" reports, the name of county or counties shall be shown. Separate reports for each county in the same State are not required.

Block, Geographical Code. Enter the appropriate numerical geographical code for the location of the property as shown in blocks 7, 8, and 9 in the following sequence: State or Continent (2 digits), City (4 digits), County (3 digits). Example: Ogden, Weber County, Utah, will be shown as 43 - 1350 - 057.-*

*- Codes may be obtained from the publication "Geographical Location Codes," copies of which have been furnished. Do not fill in this space if the geographical location code is not known. Additional copies of the codes are available from the Washington office.

When the location of the property or properties cannot be identified with a single city (block 8), the code under "City" shall be reported as 9999. When the property or properties cannot be identified with a single county (block 9), such as in "consolidation" reports by States, the code under "County" shall be reported as 999.

Block 10, Street Address. Enter the street address, RFD, route number, or other local designation. When the street address is the same as the building name, this block may be left blank.

c. Land. Land shall be reported only when specifically provided for in the lease. Easements, rights-of-way, and encroachments shall not be reported.

Block 11, Usage Code and Classification. Enter the predominant use and related code (see below) of land area or site as of the effective date of the report. A breakdown of secondary usages is not required.

Code	Classiciation
01	Agricultural. Land under cultivation for production of food and fiber.
04	Grazing. Those conservation lands primarily administered for the preservation, protection, management, and development of grass and other forage resources suitable for livestock.
07	Forest and Wildlife. Those conservation lands primarily administered for the preservation, protection, management, and development of timber, wildlife, watershed, and recreational resources.
08	Parks and Historic Sites. Land administered for national parks, historical parks, monuments, military parks, memorial parks, battlefield parks, battlefield sites, historic sites, memorials, cemeteries, parkways, recreation areas, and national capital parks.-*

TITLE 6400 - PROPERTY MANAGEMENT

*-Code	Classification
10	Office Building Locations. Land on which office buildings are located or are to be constructed.
11	Military (except airfields). Land under the control of Department of Defense (military functions) which cannot be classified elsewhere.
12	Airfields. Land used for military air bases or stations and military or civilian landing fields.
13	Harbor and Port Terminals. Land used for harbor and port facilities.
14	Post Office Land. Land leased in conjunction with a post office and used predominantly as a general service and access area.
15	Power Development and Distribution. Land used for power development and distribution projects.
16	Reclamation and Irrigation. Land used for reclamation and irrigation projects.
18	Flood Control and Navigation. Land used for flood control and navigation projects.
19	Vacant. Land not being utilized.
20	Institutional. Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	Housing. Land used primarily for public housing projects, military personnel quarters, and dwellings for other Federal personnel.
40	Storage. Land used primarily for supply depots and other storage areas.
50	Industrial. Land used for industrial plants engaged in the production and manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.-*

*- Code	Classification
70	Research and Development. Land used directly in basic or applied research in the sciences (including medicine) and in engineering.
80	Other Land. Land which cannot be classified elsewhere. Whenever this classification is used, give a brief description of use in Remarks block.
99	Trust Land. All land held in trust by the reporting agency.

Block 12 and 13, Area--Urban and Rural. Enter the total acreage for every usage code reported in block 11, rounded to the nearest tenth of an acre. If acreage to be reported is a whole number, enter 0 to the right of the decimal, for example, 10.0. A minimum report shall be one tenth of an acre, for example, 0.1. If acreage to be reported is less than 0.1 acre, enter the letter N (negligible).

Urban. For purposes of this report, land shall be classified as urban when (1) located in an incorporated place of 2,500 or more, (2) in a densely settled unincorporated place of 2,500 or more, or (3) in a densely settled urban fringe area around cities of 50,000 or more. (Reference: U.S. Summary and Maps in Volume I of the 1950 Population Census, which lists urban places in each State.) Enter in this block the total acreage of urban land acquired for each usage category reported in block 11.

Rural. Classify as rural all properties not covered under "Urban" as defined above. Enter in this block the total acreage of rural land for each usage category reported in block 11.

d. Buildings

Block 14, Usage Code and Classification. For purposes of this report, the predominant use of the space in each leased building location, as of the effective date of the report, shall govern its classification (see below). Every entry in this block requires a square-footage entry in block 16.-*

*-Code	Classification
10	Office. Buildings used primarily for office space.
14	Post Office. Buildings or portions of buildings leased for use as post offices.
21	Hospital. Buildings used primarily for furnishing in-patient diagnosis and treatment under the supervision of physicians and which have 24-hour-a-day registered graduate nursing services. Include medical laboratories used in routine testing. Exclude buildings used directly in basic or applied research in medicine which should be reported as Research and Development.
22	Prison. Buildings under the jurisdiction of the Department of Justice used for the confinement of Federal prisoners.
23	School. Buildings used primarily for formally organized instruction; such as, schools for dependent children of Federal employees, Indian schools, and military training buildings.
29	Other Institutional Uses. Buildings used for institutional purposes other than schools, hospitals, and prisons. Include libraries, chapels, museums, outpatient clinics, etc.
30	Housing. Buildings used primarily for dwelling purposes; such as, apartment houses, single or row houses, and barracks. Includes public housing, housing for military personnel, housing for personnel in various Federal agencies, and housing for institutional personnel.
40	Storage. Buildings used for storage purposes; such as, warehouses, ammunition storage, and cover sheds. Also include in this category garages used primarily for storage of vehicles or materials. Do not include such facilities as water reservoirs and oil storage tanks, which are to be reported as Other Structures and Facilities, blocks 23 and 24.-*

*- Code	Classification
50	Industrial. Buildings specifically designed and used primarily for production or manufacturing. Include buildings used for the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, and magnesium. Also include laboratories used for routine testing of industrial products.
60	Service. Buildings used in connection with service activities; such as, maintenance and repair shops, laundry and dry cleaning plants, post exchanges, stores, and airport hangars. Also include garages used primarily for vehicle maintenance and repair.
70	Research and Development. Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering. Include buildings used in the design, development, and testing of prototypes and processes such as chemistry, physics, and medical laboratories and observatories for meteorological research. Do not include medical or industrial laboratories used in routine testing which should be reported as Hospital and Industrial, respectively.
80	All Other. Buildings which cannot be classified elsewhere. Whenever this classification is utilized, give a brief description of use in Remarks block.
99	Trust Buildings. All buildings held in trust by the reporting agency. Whenever this classification is utilized, give a brief description of use in Remarks block.

Block 15, No. of Locations. Enter the number of building locations for each applicable usage classification printed in block 14. A lease location is the space in each building covered by a lease. When a lease covers several buildings, space in each is considered a location. When several leases cover one building, the space covered by each lease is considered a leased building location.-*

*-Block 16, Floor Area Leased (Total Sq. Ft.). Enter the square feet of floor area under lease for each class of building reported. Include the total floor area under lease, regardless of any secondary usages or areas used by other occupying agencies under permit or other arrangements.

e. Other Structures and Facilities

Block 17. Place a checkmark in the space provided in block 17 if the lease provides for the rental of any structures or facilities.

Block 18. Enter the usage classification (see below) and a brief description of leased structures or other facilities.

Code	Classification
12	Airfield Pavements. Include runways, helicopter landing pads, taxiways, and aprons.
13	Harbor and Port Facilities. Include docks, piers, jetties, and breakwaters.
15	Power Development and Distribution. Include hydroelectric and other power development projects which produce power for resale (generally consisting of dams and powerhouses). Transmission lines which are an integral part of Federal power development systems shall also be included even though the power is produced by another Federal agency.
16	Reclamation and Irrigation. Include canals, laterals, pumping stations, storage, and diversion dams.
18	Flood Control and Navigation. Include river improvements, revetments, dikes, dams, and docks.
40	Storage (Other Than Buildings). Include storage tanks, silos, igloos, underground vaults, and open storage areas (improved only).
50	Industrial (Other Than Buildings). Include structures and facilities (other than buildings) used for production or manufacturing; such as, sliding shipways, retaining basins, and pipelines.-*

*-Code	Classification
60	Service (Other Than Buildings). Include structures used for maintenance and repair; such as, underground fueling systems, vehicle washing and greasing facilities, aircraft boresight ranges, guided missile maintenance facilities, and ship repair.
70	Research and Development (Other Than Buildings). Include structures and facilities used directly in basic or applied research in the sciences (including medicine) and in engineering; such as, facilities used in design, development, and testing of prototypes and processes. Do not include facilities used in routine testing which should be reported as Hospital and Industrial, respectively.
71	Utility Systems (Heating, Sewage, Water and Electrical Systems). Include heating, sewage, water, and electrical systems when they serve several buildings and/or other structures of an installation. When they serve a single building which is reported separately, the cost of such utility systems shall be included in the cost of the building. The usage category for "utility systems" includes heating plants and related steam and gaslines; sewage disposal plants, storm and sanitary sewerlines; water treatment plants, wells, pumphouses, reservoirs, and pipelines; and electrical substations, standby or auxiliary powerplants, lighting structures, and conduits. Structures and facilities utilized by an installation in the production of its own power requirements (not for resale) shall be included in this category.
72	Communications Systems. Include telephone and telegraph lines and radio towers.
73	Navigation and Traffic Aids. Include structures, other than buildings, which provide for aircraft and ship navigation and traffic aids; such as, beacon lights, antenna systems, ground control approach systems, and obstruction lighting.-*

*- Code	Classification
76	Roads and Bridges. Include federally owned highways, roads, related culverts, and connecting bridges. Also include roads within national parks and forests and other Federal installations.
77	Railraods. Include tracts and bridges, tunnels, and fuel and water stations servicing railroads.
78	Monuments and Memorials. Include all Federal monuments, memorials, and statutes.
79	Miscellaneous Military Facilities. Include all structures and facilities of the Department of Defense (military functions) not included in any other classification.
80	All Other. Include sidewalks, parking areas, fences, and trails, which cannot be readily classified under the above categories. Include also improvements to public domain lands; such as, drainage, grading, and landscaping.
99	Trust. All structures and facilities held in trust by the reporting agency. Identify in Remarks, block 26.

f. Lease Terms. When the report covers a single lease, entries shall be made in blocks 19 through 23. When a consolidated report is made covering leases within the same installation, State, county, or city, entries shall be made only in block 19 and block 23.

Block 19, No. of Leases. Enter the number of leases included in this report.

Block 20, Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, for example, 06-1960 for June 1960.-*

*-Block 21, Expiration Date. Enter the numerical designation for the month and year that the current lease will terminate, for example, 12-1961 for December 1961. If any option has been exercised, the expiration date of the extended period shall be used, that is, 06-1962. In no case shall this date be prior to the effective date of this report. When the expiration date of the lease is indefinite, such as in a month to month, or year to year lease, enter 99-9999. If lease expired on June 30, 1961, show 06-1961 and under block 24 show "Terminated."

Block 22, Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the current lease, enter the remaining renewal period to the nearest whole year using two digits, for example, (3 years) 03. For example: if a lease were entered into on July 1, 1960, for 1 year (which is the maximum under Forest Service authority) and a 5 year renewal provision was included and exercised after the first year, then the expiration date would be June 30, 1962, and there would be 4 years remaining in the lease, which in line with the foregoing instructions would be shown as 04. Enter an X in this block if one of the following conditions exists: (1) the lease contains no renewal provision, (2) the renewal option is for less than 6 months, or (3) the expiration date of the lease is indefinite.

Block 23, Annual Rental Rate. Enter the annual rental rate for the leased property to the nearest whole dollar. For example: $100.50 will be shown as $101; $100.00 will be shown as $100; there should be no decimal points or fractions of a dollar shown. When the rental period is less than 1 year or the rental is paid on a monthly, daily, or ot other than an annual basis, convert the rate to an annual basis. If the rental is nominal or free, but the lease provides for payments to the lessor for utilities and/or services, enter the annual rental rate as specified in the lease. The other amounts paid to the lessor shall not be included in the rental figure.

g. Remarks

Block 24, Remarks. If it is necessary to clarify or expand any entries beyond the space provided in the various blocks, make such notations in this block and continue, as necessary, on the reverse of the form. If there is a 10-percent change in area of land or floor area between this and the prior report, the explanation for the increase or decrease will be shown here.-*

*-h. Signature and Date

Block 25, Prepared By. Type in the name and title of the official responsible for the preparation of the report.

Block 26, Signature. The official designated in block 25 shall sign his name in this block.

Block 27, Date. Enter date on which the report was prepared.-*

TITLE 6400 - PROPERTY MANAGEMENT

*- Exhibit 1

MAJOR CITIES

State and city	State and city
Alaska	Florida
Anchorage	Jacksonville
Fairbanks	Miami
Juneau	
	Georgia
Alabama	Atlanta
Birmingham	Columbus
Montgomery	Macon
Tuscaloosa	Savannah
Arizona	Hawaii
Phoenix	Honolulu
Arkansas	Idaho
Little Rock	Boise
California	Illinois
Fresno	Aurora
Los Angeles	Chicago
Oakland	Springfield
Sacramento	Waukegan
San Diego	
San Francisco	Indiana
Santa Barbara	Indianapolis
	South Bend
Colorado	
Denver	Iowa
	Council Bluffs
Connecticut	Des Moines
Bridgeport	Sioux City
Hartford	
New Haven	Kansas
	Kansas City
Delaware	Topeka
Wilmington	Wichita
	Kentucky
District of Columbia	Lexington
	Louisville-*

*-Amended July 1961
Amendment No. 69

*- Exhibit 1-- Continued

State and city	State and city
Louisiana	Nebraska
New Orleans	Lincoln
Shreveport	Omaha
Maryland	New Hampshire
Silver Spring	Manchester
Baltimore	New Jersey
Massachusetts	Camden
Boston	Newark
Lowell	Trenton
Lynn	New Mexico
New Bedford	Albuquerque
Springfield	New York
Worcester	Albany
Michigan	Buffalo
Detroit	New York City
Grand Rapids	Rochester
Lansing	Syracuse
Minnesota	North Carolina
Minneapolis	Charlotte
St. Paul	Greensboro
Mississippi	Raleigh
Jackson	Winston-Salem
Missouri	North Dakota
Kansas City	Fargo
St. Joseph	Ohio
St. Louis	Akron
Springfield	Canton
Montana	Cincinnati
Billings	Cleveland
Butte	Columbus
Great Falls	Dayton
	Toledo
	Youngstown-*

TITLE 6400 - PROPERTY MANAGEMENT

*- Exhibit 1--Continued

State and city	State and city
Oklahoma	Texas
Oklahoma City	Austin
Oregon	Beaumont
Portland	Corpus Christi
Pennsylvania	Dallas
Allentown	El Paso
Harrisburg	Fort Worth
Philadelphia	Galveston
Pittsburgh	Houston
Reading	San Antonio
Scranton	Waco
Wilkes-Barre	Utah
Rhode Island	Salt Lake City
Providence	Virginia
South Carolina	Alexandria
Columbia	Arlington
Greenville	Lynchburg
Spartanburg	Norfolk
Tennessee	Richmond
Chattanooga	Roanoke
Knoxville	Washington
Nashville	Everett
Memphis	Seattle
	Spokane
	Tacoma
	Yakima
	West Virginia
	Huntington
	Wisconsin
	Madison
	Milwaukee-*

*-6441.43a - Summary Report of Leased Properties

1. General Instructions. GSA Form 1209A, Comparative Summary of Properties Leased to the United States, is a summarization of GSA form 1166A reports. It will be attached, in single copy, to the respective GSA forms 1166A which are scheduled to reach the Washington office annually by August 22. A separate report will be prepared covering leased real property (1) inside the United States and (2) outside the United States.

The GSA form 1209A is intended to provide (1) control over individual inventory reports on leased properties submitted on GSA form 1166A for the current year, and (2) a comparison between data previously reported and the current report to show changes in leases between inventory reports.

2. Specific Instructions

a. Summary Identification. Check the applicable block in the upper right corner of the form to indicate if the summary is for real property located (1) inside the United States or (2) outside the United States. Enter the effective date of the report.

b. Agency and Bureau Identification

Reporting Agency. Enter in this block "Department of Agriculture."

Bureau or Other Major Organization. Enter "Forest Service."

c. Summary Data

Column (c), Current GSA Forms 1166A. This column shall contain a summarization and consolidation of statistics include in the Annual Reports of Real Property Leased to the United States Government, GSA Form 1166A, submitted for the current inventory. Data for each line of this column shall be entered as described below.

Line 1. Enter the number of GSA forms 1166A submitted in the current report.

Line 2. Enter the total number of leases in effect on the inventory date by adding the entries in block 19 of all GSA forms 1166A submitted.

Line 3. Enter the total acreage leased by adding the totals of blocks 12 and 13 of all GSA forms 1166A submitted.-*

*-Line 4. Enter the total number of building locations leased by adding the totals of block 15 on all GSA forms 1166A submitted.

Line 5. Enter the total square feet of floor area leased by adding the totals of block 16 of all GSA forms 1166A submitted.

Line 6. Enter the total annual rental reported for leased real property by adding the entries in block 23 of all GSA forms 1166A submitted.

Column (d), Prior GSA Forms 1166A. Date for completion of this column shall be obtained from the previous year's detailed listing of leases.

Column (e), Difference. Enter on each line the result of column (c) minus column (d). Enter negative quantities in parentheses, for example, (312).

d. Signature and Date

Prepared By. Type in the name and title of the official responsible for the preparation of the report.

Signature. The official designated as responsible for the preparation of the report shall sign his name in this block.

Date. Enter date on which the report was prepared.

e. Remarks. Significant changes in leases between the prior and current report shall be explained or commented on in this block. When as a result of a new program or termination of an old program there are leasing activity changes, the cause thereof shall be noted. Property management activities which result in net economies to the Government shall be explained. Program plans which will affect future leasing operations shall also be noted. All items which would interest the Congress, regulatory executive agencies, or the general public shall be described in this block.-*

6441.5 - Space in Buildings Under Control of General Services

6441.51 - Space Acquisition and Utilization. The following general conditions govern the occupancy of space assigned by the GSA in Government-owned or -leased buildings controlled by GSA for space assignment purposes.

Forest Service offices assigned space are not authorized to negotiate with lessors or other sources for alterations, utilities or other services, exchanges of space or changes of any nature without prior approval of the GSA. Unless otherwise provided, GSA will conduct all negotiations with lessors to enforce or change lease provisions and will arrange for the necessary alterations, utilities, or other related services which are not furnished by the lessor in accordance with the lease. This does not apply to communications except telephone services provided by the GSA from a central switchboard.

When space, which is financed in whole or in part by the Forest Service is released at the request of the Forest Service, reimbursement for all unbudgeted expenses of the GSA in connection with the space being released will be necessary until such time as the space is reassigned, or the lease whereon canceled, or other disposition is made. Reimbursement will also be required for any expenses for restoration, lease cancellation, or other payments for which funds are not available to the GSA.

The GSA shall have the right to enter the premises for purposes of inspection, space surveys or other business incident to the use, protection, or disposition of the property or interest therein.

The Forest Service shall at all times exercise due diligence in the protection of the premises against damage by fire or other causes.

In case of leased premises, financed by GSA, it will be presumed that an indefinite foreseeable and continuing need exists for the space as assigned after the expiration of the original term of the lease or any renewal or extension thereof. In the absence of a contrary expression by the Forest Service, sufficiently prior in time to such expiration, the GSA will continue such lease or enter into a new one on the basis of such need. In the case of leased premises financed in whole or in part by the Forest Service a commitment to reimburse will be required by the GSA prior to continuing a reimbursable lease.

Forest Service offices should assist in the management of buildings by practicing good housekeeping methods and, wherever possible, by exercising economies in the use of electric current, heat and other services, thereby lessening the demand for building services.

Request for alterations or improvement in either Federal or leased buildings under the control of the GSA involving the reassignment of space, in which the Forest Service and one or more other agencies of the Department are affected by the changes, will be submitted in duplicate to the Washington office for transmittal to the Office of Plant and Operations. Complete data including accurate scale plans will be submitted in connection with requests for alterations or improvements. If utility connections are required, data regarding current characteristics and quantities required, drain capacities, size and number of waterlines, etc., should be detailed on the drawings. In addition, detailed justification will be included. Otherwise, field offices may submit such requests direct to GSA for alterations and improvements to space under GSA control.

1. Scope of GSA Authority. Pursuant to the authority given the General Services Administration under Public Law 152, that agency has prescribed standard procedures for real property management, regardless of whether the property is controlled by the Forest Service, the GSA, or another agency. This is also true if leases are made by any of these agencies.

2. General Services Administration Jurisdiction of Space Control. The GSA is responsible under the authority contained in the Federal Property and Administrative Services Act of 1949, as amended, for the following:

a. Assignment and reassignment of space in all Government-owned buildings which it controls for that purpose except that space which was occupied by the Post Office Department on July 1, 1950, in Post Office Buildings transferred to GSA under Reorganization Plan 18 of 1950. See complete listing, item 6.

b. Assignment and reassignment of space in all buildings or areas leased by GSA and on buildings or areas covered by leases transferred to GSA under Plan 18, or other authority.

(Continued on next printed page)

c. After consultation with the agencies affected, make assignment and reassignment of space of all executive agencies after determining that such assignment or reassignment is advantageous to the Government in terms of economy, efficiency, or national security.

d. Make changes from time to time as to control of specific buildings and leases transferred under Reorganization Plan 18 of 1950, or other authority, when such changes are in the interest of economy, efficiency, or national security.

3. Requests to GSA for Space. *-Except as provided in item 5 below, space needs shall be requested on SF-81, Request for Space, to the GSA regional office. Such request shall also be filed prior to renewals (including so-called "automatic" renewals) or supplements to any lease. It will be necessary to state on the SF-81 whether the space will be financed on a reimbursable basis or by appropriation transfer. The appropriation transfer will be indicated, except in those instances where it is not possible to use this procedure, such as where working capital or trust funds are involved. The two procedures are outlined below.

a. Reimbursable Procedure. The paying unit will be billed direct by the General Services Administration, regional comptroller's office. There will be no transfer of budget responsibility for acquiring funds. The paying unit will continue to provide for the appropriation to finance the expenditure until the space is released.

b. Appropriation Transfer. SF-1151, Nonexpenditure Transfer Authorization, will be prepared by the Washington Office to transfer funds to the GSA to cover payment of the space for the current fiscal year. In subsequent fiscal years the GSA will finance the space, providing such space is anticipated on GSA Form 1731, Notice of Anticipated Appropriation Transfer. If financing for the space is not anticipated on GSA form 1731, transfer of funds on SF-1151 will be made for the current fiscal year and on July 1 for the next fiscal year, after which the GSA will finance the space.-*

4. Action by GSA on Space Requests

a. Government-Controlled Space Available. If suitable Government-controlled space is available, the

requesting office will be so advised by GSA through the return of a signed copy of the Request for Space, with a statement or report of such space.

b. Government-Controlled Space Not Available. If no suitable Government-controlled space is available, GSA will so advise by the return of a signed copy of the Request for Space, showing thereon the action to be taken.

(1) If the field office has acquisition authority, it may thereupon proceed to acquire the requested space. The signed copy of the Request for Space shall be attached to the leasing instrument for General Accounting Office audit.

Such clearances are extended on a fiscal year or part of a fiscal year basis, except in those cases where the acquiring activity uses longer term leasing authority. See *-FSM 6440.24-* for Forest Service leasing authority.

(2) The GSA will take necessary action to acquire space for field offices having acquisition authority when such action is requested by checking the appropriate block on the Request for Space.

5. Exceptions to Filing Request to GSA for Space. Standard form 81 need not be submitted to GSA when the space desired is:

a. General purpose space of 2,500 square feet or less falling within the geographical area where leasing authority has been delegated to the Department of Agriculture (FSM 6440.24).

b. Special purpose space of 2,500 square feet or less irrespective of geographical location.

6. Federally Owned Buildings Controlled by General Services Administration

State	City	Building
Alabama	Birmingham	Post Office & Courthouse
	Montgomery	Post Office & Courthouse
	Tuscaloosa	Post Office & Courthouse

State	City	Building
Arizona	Phoenix	Post Office
	Tucson	Post Office & Courthouse
Arkansas	Fort Smith	Post Office & Courthouse
	Little Rock	Post Office & Courthouse
California	Fresno	Post Office & Courthouse
	Los Angeles	Post Office & Courthouse
	Oakland	Jurgens-Corder Building
	Oakland	Post Office & Courthouse
	Sacramento	Post Office & Courthouse
	San Diego	Post Office
	San Francisco	Post Office & Courthouse
	San Francisco	49 Fourth Street
	Santa Barbara	Post Office
Colorado	Denver	Post Office & Courthouse
	Denver	3800 York Administration Area Building
Connecticut	Bridgeport	Post Office
	Hartford	Post Office
	New Haven	Post Office
Delaware	Wilmington	Post Office & Courthouse
Florida	Jacksonville	Buick Building
	Jacksonville	Post Office & Courthouse
	Key West	Post Office & Courthouse
	Miami	Post Office, Courthouse & Customhouse
	Miami	Port of Embarkation
	Pensacola	Post Office & Courthouse
	St. Petersburg	Don-Ce-Sar Hotel
	Tampa	Post Office & Courthouse
Georgia	Athens	Old Post Office
	Athens	Post Office & Courthouse

State	City	Building
Georgia	Atlanta	Post Office Federal Annex
	Atlanta	Post Office & Courthouse (Old)
	Columbus	Post Office
	Macon	Post Office & Courthouse
	Savannah	District Engineer Building
	Savannah	Post Office & Courthouse
Hawaii	Hilo	Post Office, Courthouse & Custom House
	Honolulu	Post Office & Courthouse
Idaho	Boise	Post Office & Courthouse
Illinois	Chicago	Courthouse
	Chicago	Post Office (New)
	Springfield	Post Office & Courthouse
	Waukegan	Post Office (New)
Indiana	Hammond	Post Office & Courthouse
	Indianapolis	Century Building
	Indianapolis	Post Office & Courthouse
	Indianapolis	Post Office (Illinois Street Station)
	South Bend	Post Office & Courthouse
	Terre Haute	Post Office & Courthouse
Iowa	Council Bluffs	Post Office & Courthouse
	Des Moines	Valley Bank Building
	Dubuque	Post Office & Courthouse
	Sioux City	Post Office & Courthouse
Kansas	Kansas City	Post Office
	Topeka	Post Office & Courthouse
	Wichita	Post Office & Courthouse
Kentucky	Lexington	Post Office & Courthouse
	Louisville	Post Office
	Louisville	830 West Broadway
	Louisville	1405 West Broadway
Louisiana	New Orleans	Federal Office Building
	New Orleans	Post Office & Courthouse
	Shreveport	Post Office & Courthouse
Maine	Augusta	Post Office & Courthouse
	Portland	Courthouse
Maryland	Baltimore	Calvert Building
	Baltimore	Post Office

State	City	Building
Massachusetts	Boston	Immigration Station
	Boston	Post Office & Courthouse
	Lowell	Post Office
	Lynn	Post Office
	New Bedford	Post Office
	Springfield	Post Office & Courthouse
	Worcester	Post Office & Courthouse
Michigan	Detroit	Krolick Building
	Detroit	Post Office, Courthouse & Customhouse
	*-Detroit	7100 Lonyo Boulevard-*
	Grand Rapids	Post Office & Courthouse
	Lansing	Post Office
Minnesota	Duluth	Post Office & Courthouse
	St. Paul	Customhouse & Post Office
	St. Paul	Courthouse
Mississippi	Jackson	Post Office & Courthouse
	Vicksburg	Post Office & Courthouse (New)
Missouri	Kansas City	Courthouse
	Kansas City	Post Office
	St. Joseph	Post Office & Courthouse
	St. Louis	Veterans Adm. Bldg., 415 Pine St.
	Springfield	Post Office & Courthouse
Montana	Billings	Post Office & Courthouse
	Butte	Post Office & Courthouse
	Great Falls	Post Office & Courthouse
	Helena	Post Office
	Missoula	Post Office
Nebraska	Lincoln	Post Office & Courthouse
	Omaha	Post Office, Courthouse & Customhouse
	Omaha	1709 Jackson Street
	Omaha	Post Office (South Omaha)
New Hampshire	Manchester	Hoyt Building
	Manchester	Post Office & Courthouse
New Jersey	Camden	Post Office & Courthouse
	Newark	Globe Building
	Newark	Post Office & Courthouse
	Trenton	Post Office & Courthouse

State	City	Building
New Mexico	Albuquerque	Post Office & Courthouse
	Santa Fe	Post Office & Courthouse
New York	Albany	Post Office, Courthouse & Custom House
	Buffalo	Burrell Building
	Buffalo	Post Office
	Buffalo	Niagara Station
	New York	Federal Office Bldg., Christopher Street
	New York	Federal Office Bldg., Vesey Street
	New York	30 West 44th Street
	* * *	* * *
	New York	Village Station (Old Appraisers)
	New York	Northern Blvd. bet. 43d & 48th Sts.
	New York	252 Seventh Avenue
	Rochester	Post Office & Courthouse
	Syracuse	Post Office (New)
North Carolina	Asheville	Post Office & Courthouse
	Charlotte	Post Office & Courthouse
	Greensboro	Post Office & Courthouse
	Raleigh	Post Office & Courthouse
	Winston-Salem	Post Office & Courthouse
North Dakota	Fargo	Post Office & Courthouse
Ohio	Akron	Post Office
	Canton	Post Office
	Cincinnati	Post Office & Courthouse
	Cleveland	Post Office, Customhouse & Courthouse
	Columbus	Post Office & Courthouse (New)
	Columbus	Post Office & Courthouse (Old)
	Columbus	52 South Starling Street
	Dayton	Post Office
	Toledo	Court & Customhouse (Old)
	Youngstown	Post Office
Oklahoma	Muskogee	Post Office & Courthouse
	Muskogee	Second & Court Street
	Oklahoma City	Post Office & Courthouse
Oregon	Medford	Post Office & Courthouse
	Portland	Courthouse (New)
	Portland	Post Office

State	City	Building
Pennsylvania	Erie	Post Office & Courthouse
	Harrisburg	Post Office & Courthouse
	Philadelphia	Gomery-Schwartz Building
	Phildadelphia	Post Office & Courthouse
	Philadelphia	5000 Wissahickon Avenue
	Pittsburgh	Fulton Building
	Pittsburgh	Post Office & Courthouse (New)
	Pittsburgh	Post Office & Courthouse
	Reading	Post Office
	Scranton	Post Office & Courthouse
	Wilkes-Barre	Post Office
Rhode Island	Providence	Post Office & Courthouse
	Providence	Customhouse & Post Office Annex
South Carolina	Charleston	Post Office & Courthouse
	Columbia	Veterans Administration Regional Office
	Greenville	Post Office & Courthouse
	Spartanburg	Post Office & Courthouse
South Dakota	Aberdeen	Post Office & Courthouse
Tennessee	Chattanooga	Post Office & Courthouse
	Columbia	Post Office & Courthouse
	Knoxville	Post Office & Courthouse
	Memphis	Post Office & Courthouse
	* * *	* * *
Texas	Amarillo	Post Office & Courthouse
	Beaumont	Post Office & Courthouse
	Dallas	Post Office & Courthouse
	Dallas	Terminal Annex
	Galveston	Post Office, Customhouse & Courthouse
	Houston	Federal Office Building
	Houston	Post Office & Courthouse
	Houston	Veterans Administration Building
	Laredo	Post Office, Courthouse & Customhouse
	Lubbock	Post Office
	Lubbock	1600-24 Nineteenth Street
	Port Arthur	Post Office & Customhouse
	San Antonio	Post Office & Courthouse
	* * *	* * *
	Texarkana	Post Office & Courthouse
	Waco	Post Office & Courthouse

State	City	Building
Utah	Ogden	Forest Service Building
	Ogden	Post Office & Courthouse
	Salt Lake City	1710 South Redwood Road
	Salt Lake City	Post Office & Courthouse
Vermont	Newport	Courthouse, Post Office & Custom House
	Richford	Post Office & Custom House
	St. Albans	Post Office & Custom House
Virginia	Alexandria	Custom House & Post Office
	Lynchburg	Post Office & Courthouse
	Norfolk	Post Office & Courthouse
	Richmond	Post Office, Courthouse & Custom House
	Richmond	Parcel Post Building
	Roanoke	Post Office & Courthouse
Washington	Everett	Post Office
	Seattle	Post Office
	Spokane	Post Office, Courthouse & Custom House
	Tacoma	Post Office & Courthouse
	Yakima	Post Office & Courthouse
West Virginia	Elkins	Forest Service Building
	Huntington	Post Office & Courthouse
	Parkersburg	Post Office
Wisconsin	Madison	Post Office & Courthouse
	Milwaukee	Mayer Building
	Milwaukee	Post Office, Courthouse & Custom House
	Superior	Post Office, Courthouse & Custom House

7. Assignment and Reassignment. Upon the receipt of SF-81, GSA will analyze space requests to determine if the space requested is fully justified on the basis of personnel and program requirements. If the request is found to be justified, the GSA will assign and reassign space. Such assignments or reassignments shall not be modified except: (a) in the metropolitan area of Washington, D. C., where assignments will be made to Federal agencies and intro-agency reassignments may be made by such agencies; (b) that general purpose space and special purpose space acquired by an agency under delegation of authority issued by GSA shall be under the control of such agency.

8. Release of Assigned Space. Except as provided in item 9 notice will be given to the appropriate regional office of GSA at least 60 days in advance of date on which space assigned by the GSA will no longer be needed or 30 days prior to the date on which lease termination notice must be issued, so that GSA may make arrangements for reassignment or disposition. This notice will be made by letter or memorandum giving complete information as to dates, locations, description of area involved, and other pertinent data.

9. Release of Assigned Space Involving Custody, Protection, and Maintenance. A notice of not less than 6 months will be given the appropriate regional office of GSA when action is taken to release assigned real property or space therein when the field office has been assigned custody of and responsibility for operation, protection, care and maintenance of the property. In such instances, the GSA will assume the responsibility for the protection, care and maintenance as of the first day of the fiscal quarter after the 6-month period ends. Until such date, the responsibility for protection, care, and maintenance shall remain with the holding unit to which the real property, or space therein, was assigned.

10. Cancellation of Assignments. Space assignments by the GSA shall not be considered as permanent rights to the space. The GSA reserves the right to cancel any assignment and reassign the space when the overall interest of the Government would be best served.

11. Space Assignment Record. GSA Form 65, Space Assignment Record, will be furnished by GSA to the field office immediately following an assignment, release, cancellation, or other action affecting space assigned to the field office.

12. Reports of Space Use. Space-use reports shall be made semiannually on SF-123, Report of Space Use by Building, as outlined in FSH 6441.42.

6441.52 - General Services Administration Leased Space

1. *-Leases in Urban Centers. The GSA has sole leasing authority for general purpose space in the urban centers listed under item 2. Forest Service leases in these urban centers have been transferred to the GSA. -*

Funds for rental of office and other buildings under the custody of GSA are appropriated directly to GSA.

In the event the Forest Service requests GSA to provide additional leased office space in an urban center to meet the needs of an expanded work program, Forest Service funds may be used to pay the rental for such additional space during the balance of the fiscal year and until funds have been included in the GSA budget for this purpose. If the need for the additional space is occasioned by the transfer of personnel from GSA leased space in another location and this results in a reduction in GSA's rental expenses for the latter quarters, the Forest Service office concerned should request the savings so effected be applied toward the payment of the rental obligations during the remainder of the fiscal year. Allowance of such savings is not mandatory on GSA.

2. *-Urban Centers

ABERDEEN,
SOUTH DAKOTA
Brawn County

ABILENE, TEXAS
Taylor County
Jones County

AKRON, OHIO
Summit County

ALBANY, GEORGIA
Dougherty County

ALBANY, ILLINOIS
Whiteside County

ALBANY, OREGON
Lynn County

ALBANY,
SCHENECTADY,
TROY, NEW YORK
Albany County
Rensselaer County
Saratoga County
Schenectady County

ALBUQUERQUE,
NEW MEXICO
Bernalillo County

ALEXANDRIA,
LOUISIANA
Rapides Parish

ALLENTOWN,
BETHLEHEM, EASTON,
PENNSYLVANIA--
NEW JERSEY
Lehigh County,
Pennsylvania
Northampton County,
Pennsylvania
Warren County,
New Jersey

ALTOONA,
PENNSYLVANIA
Blair County

AMARILLO, TEXAS
Potter County
Randall County

ANN ARBOR, MICHIGAN
Washtenaw County

ASHEVILLE,
NORTH CAROLINA
Buncombe County-*

*-ASHLAND,
CATLETTSBURG,
KENTUCKY
Boyd County

ATHENS, GEORGIA
Clarke County

ATLANTA, GEORGIA
Clayton County
Cobb County
DeKalb County
Fulton County
Gwinnett County

ATLANTIC CITY,
NEW JERSEY
Atlantic County

AUGUSTA, GEORGIA--
SOUTH CAROLINA
Richmond County,
Georgia
Aiken County,
South Carolina

AUGUSTA, MAINE
Kennebee County

AUSTIN, TEXAS
Travis County

BAKERSFIELD,
CALIFORNIA
Kern County

BALTIMORE,
MARYLAND
Baltimore City
Anne Arundel County
Baltimore County
Carroll County
Howard County

BATON ROUGE,
LOUISIANA
East Baton Rouge Parish

BATTLE CREEK,
MICHIGAN
Calhoun County

BAY CITY, MICHIGAN
Bay County

BEAUMONT,
PORT ARTHUR, TEXAS
Jefferson County
Orange County

BILLINGS, MONTANA
Yellowstone County

BINGHAMTON, NEW YORK
Broome County

BIRMINGHAM, ALABAMA
Jefferson County

BISMARCK,
NORTH DAKOTA
Burleigh County

BOISE, IDAHO
Ada County

BOSTON, MASSACHUSETTS
Essex County
Middlesex County
Norfolk County
Plymouth County
Suffolk County

BRIDGEPORT,
CONNECTICUT
Fairfield County
New Haven County

BROCKTON,
MASSACHUSETTS
Bristol County
Norfolk County
Plymouth County-*

*-BROWNSVILLE, HARLINGEN, SAN BENITO, TEXAS
Cameron County

BUFFALO, NEW YORK
Erie County
Niagara County

BURLINGTON, VERMONT
Chittenden County

BUTTE, MONTANA
Silver Bow County

CALEXICO, EL CENTRO, CALIFORNIA
Imperial County

CANTON, OHIO
Stark County

CASPER, WYOMING
Natrona County

CEDAR RAPIDS, IOWA
Linn County

CHAMPAIGN, URBANA, ILLINOIS
Champaign County

CHARLESTON, SOUTH CAROLINA
Charleston County

CHARLESTON, WEST VIRGINIA
Kanawha County

CHARLOTTE, NORTH CAROLINA
Mecklenburg County

CHARLOTTESVILLE, VIRGINIA
Albemarle County
Charlottesville City

CHATTANOOGA, TENNESSEE--GEORGIA
Hamilton County, Tennessee
Walker County, Georgia

CHEYENNE, WYOMING
Laramie County

CHICAGO, ILLINOIS
Cook County
Du Page County
Kane County
Lake County
McHenry County
Will County

CINCINNATI, OHIO--KENTUCKY
Hamilton County, Ohio
Campbell County, Kentucky
Kenton County, Kentucky

CLEVELAND, OHIO
Cuyahoga County
Lake County

CLINTON, OKLAHOMA
Custer County

CODY, WYOMING
Park County

COLORADO SPRINGS, COLORADO
El Paso County

COLUMBIA, MISSOURI
Boone County

COLUMBIA, SOUTH CAROLINA
Lexington County
Richland County-*

*-COLUMBUS, GEORGIA--
ALABAMA
Chattahoochee County, Georgia
Muscogee County, Georgia
Russell County, Alabama

COLUMBUS, OHIO
Franklin County

CONCORD, NEW HAMPSHIRE
Merrimack County

CORPUS CHRISTI, TEXAS
Nueces County

COVINGTON, KENTUCKY
Kenton County

DALLAS, TEXAS
Collin County
Dallas County
Denton County
Ellis County

DAVENPORT, ROCK ISLAND, MOLINE, IOWA--ILLINOIS
Scott County, Iowa
Rock Island County, Illinois

DAYTON, OHIO
Greene County
Miami County
Montgomery County

DECATUR, ILLINOIS
Macon County

DENTON, TEXAS
Denton County

DENVER, COLORADO
Adams County
Arapahoe County
Boulder County
Denver County
Jefferson County

DES MOINES, IOWA
Polk County

DETROIT, MICHIGAN
Macomb County
Oakland County
Wayne County

DUBUQUE, IOWA
Dubuque County

DULUTH, SUPERIOR, MINNESOTA--WISCONSIN
St. Louis County, Minnesota
Douglas County, Wisconsin

DURANGO, COLORADO
La Plata County

DURHAM, NORTH CAROLINA
Durham County

EL PASO, TEXAS
El Paso County

ELKINS, WEST VIRGINIA
Randolph County

ERIE, PENNSYLVANIA
Erie County

EUGENE, OREGON
Lane County-*

*-EVANSVILLE, INDIANA--KENTUCKY
Vanderburgh County, Indiana
Henderson County, Kentucky

FALL RIVER, MASSACHUSETTS--RHODE ISLAND
Bristol County, Massachusetts
Newport County, Rhode Island

FARGO, MOORHEAD, NORTH DAKOTA--MINNESOTA
Cass County, North Dakota
Clay County, Minnesota

FAYETTEVILLE, NORTH CAROLINA
Cumberland County

FITCHBURG, LEOMINSTER, MASSACHUSETTS
Worcester County
Middlesex County

FLINT, MICHIGAN
Genesee County

FORT LAUDERDALE, HOLLYWOOD, FLORIDA
Broward County

FORT SMITH, ARKANSAS
Sebastian County

FORT WAYNE, INDIANA
Allen County

FORT WORTH, TEXAS
Johnson County
Tarrant County

FRANKFORT, KENTUCKY
Franklin County

FRESNO, CALIFORNIA
Fresno County

GADSDEN, ALABAMA
Etowah County

GAINESVILLE, FLORIDA
Alachua County

GALVESTON, TEXAS CITY, TEXAS
Galveston County

GARY, HAMMOND, EAST CHICAGO, INDIANA
Lake County
Porter County

GRAND FORKS, NORTH DAKOTA
Grank Forks County

GRAND ISLAND, NEBRASKA
Hall County

GRAND JUNCTION, COLORADO
Mesa County

GRAND RAPIDS, MICHIGAN
Kent County

GREAT FALLS, MONTANA
Cascade County-*

*-Amended May 1963
Amendment No. 59

*-GREELEY, COLORADO
Weld County

GREEN BAY, WISCONSIN
Brown County

GREENSBORO,
HIGH POINT,
NORTH CAROLINA
Guilford County

GREENVILLE,
SOUTH CAROLINA
Greenville County

GREENWOOD,
MISSISSIPPI
Leflare County

HAMILTON,
MIDDLETOWN, OHIO
Butler County

HARRISBURG,
PENNSYLVANIA
Cumberland County
Dauphin County

HARTFORD,
CONNECTICUT
Hartford County
Middlesex County
Tolland County

HELENA, MONTANA
Clarke County

HOT SPRINGS,
ARKANSAS
Garland County

HOUSTON, TEXAS
Harris County

HUNTINGTON, ASHLAND,
WEST VIRGINIA--
KENTUCKY--OHIO
Cabell County,
West Virginia
Wayne County,
West Virginia
Boyd County, Kentucky
Lawrence County, Ohio

HUNTSVILLE,
ALABAMA
Madison County

HURON, SOUTH DAKOTA
Beakle County

IDAHO FALLS, IDAHO
Bonneville County

INDIANAPOLIS,
INDIANA
Marion County

JACKSON, MICHIGAN
Jackson County

JACKSON, MISSISSIPPI
Hinds County

JACKSON, TENNESSEE
Madison County

JACKSONVILLE,
FLORIDA
Duval County

JEFFERSON CITY,
MISSOURI
Cole County

JERSEY CITY,
NEW JERSEY
Hudson County-*

*-JOHNSTOWN, PENNSYLVANIA
Cambria County
Somerset County

KALAMAZOO, MICHIGAN
Kalamazoo County

KANSAS CITY, MISSOURI--KANSAS
Clay County, Missouri
Jackson County, Missouri
Johnson County, Kansas
Wyandotte County, Kansas

KENOSHA, WISCONSIN
Kenosha County

KLAMATH FALLS, OREGON
Klamath County

KNOXVILLE, TENNESSEE
Anderson County
Blount County
Knox County

LAFAYETTE, LOUISIANA
Lafayette Parish

LAKE CHARLES, LOUISIANA
Calcasieu Parish

LANCASTER, PENNSYLVANIA
Lancaster County

LANSING, MICHIGAN
Clinton County
Eaton County
Ingham County

LAREDO, TEXAS
Webb County

LAS VEGAS, NEVADA
Clark County

LAWRENCE, HAVERHILL, MASSACHUSETTS--NEW HAMPSHIRE
Essex County, Massachusetts
Rockingham County, New Hampshire

LAWTON, OKLAHOMA
Comanche County

LEWISTON, AUBURN, MAINE
Androscoggin County

LEXINGTON, KENTUCKY
Fayette County

LIMA, OHIO
Allen County

LINCOLN, NEBRASKA
Lancaster County

LITTLE ROCK, NORTH LITTLE ROCK, ARKANSAS
Pulaski County

LOGAN, UTAH
Cache County

LORAIN, ELYRIA, OHIO
Lorain County

LOS ANGELES, LONG BEACH, CALIFORNIA
Los Angeles County
Orange County-*

*-LOUISVILLE, KENTUCKY--INDIANA
Jefferson County, Kentucky
Clark County, Indiana
Floyd County, Indiana

LOWELL, MASSACHUSETTS
Middlesex County

LUBBOCK, TEXAS
Lubbock County

LYNCHBURG, VIRGINIA
Lynchburg City
Amherst County
Campbell County

MACON, GEORGIA
Bibb County
Houston County

MADISON, WISCONSIN
Dane County

MANCHESTER, NEW HAMPSHIRE
Hillsborough County

MANHATTAN, KANSAS
Riley County

MC COOK, NEBRASKA
Red Willow County

MEDFORD, OREGON
Jackson County

MEMPHIS, TENNESSEE
Shelby County

MERIDEN, CONNECTICUT
New Haven County

MERIDIAN, MISSISSIPPI
Lauderdale County

MIAMI, FLORIDA
Dade County

MIDLAND, TEXAS
Midland County

MILWAUKEE, WISCONSIN
Milwaukee County
Waukesha County

MINNEAPOLIS, ST. PAUL, MINNESOTA
Anoka County
Dakota County
Hennepin County
Ramsey County
Washington County

MISSOULA, MONTANA
Missoula County

MOBILE, ALABAMA
Mobile County

MONROE, LOUISIANA
Quachita Parish

MONTGOMERY, ALABAMA
Montgomery County

MORGANTOWN, WEST VIRGINIA
Monongalia County

MUNCIE, INDIANA
Delaware County

MUSKEGON, MUSKEGON HEIGHTS, MICHIGAN
Muskegon County-*

*-MUSKOGEE, OKLAHOMA
Muskogee County

NASHVILLE, TENNESSEE
Davidson County

NEW BEDFORD, MASSACHUSETTS
Bristol County
Plymouth County

NEW BRITAIN, CONNECTICUT
Hartford County

NEW HAVEN, CONNECTICUT
New Haven County

NEW LONDON, GROTON, NORWICH, CONNECTICUT
New London County

NEW ORLEANS, LOUISIANA
Jefferson Parish
Orleans Parish
St. Bernard Parish

NEW YORK, NEW YORK
Bronx County
Kings County
Nassau County
New York County
Queens County
Richmond County
Rockland County
Suffolk County
Westchester County

NEWARK, NEW JERSEY
Essex County
Morris County
Union County

NEWPORT NEWS, HAMPTON, VIRGINIA
Newport News City
Hampton City
York County

NORFOLK, PORTSMOUTH, VIRGINIA
Norfolk City
Portsmouth City
South Norfolk City
Virginia Beach City
Norfolk County
Princess Anne County

NORWALK, CONNECTICUT
Fairfield County

ODESSA, TEXAS
Ector County

OGDEN, UTAH
Weber County

OKLAHOMA CITY, OKLAHOMA
Canadian County
Cleveland County
Oklahoma County

OLYMPIA, WASHINGTON
Thurston County

OMAHA, NEBRASKA--IOWA
Douglas County, Nebraska
Sarpy County, Nebraska
Pottawattamie County, Iowa

ORLANDO, FLORIDA
Orange County
Seminole County-*

*-PARKERSBURG, WEST VIRGINIA
Wood County

PATERSON, CLIFTON, PASSAIC, NEW JERSEY
Bergen County
Passaic County

PENSACOLA, FLORIDA
Escambia County
Santa Rosa County

PEORIA, ILLINOIS
Peoria County
Tazewell County

PHILADELPHIA, PENNSYLVANIA--NEW JERSEY
Bucks County, Pennsylvania
Chester County, Pennsylvania
Delaware County, Pennsylvania
Montgomery County, Pennsylvania
Philadelphia County, Pennsylvania
Burlington County, New Jersey
Camden County, New Jersey
Gloucester County, New Jersey

PHOENIX, ARIZONA
Maricopa County

PIERRE, SOUTH DAKOTA
Hughes County

PITTSBURGH, PENNSYLVANIA
Allegheny County
Beaver County
Washington County
Westmoreland County

PITTSFIELD, MASSACHUSETTS
Berkshire County

PORT COLLINS, COLORADO
Larimer County

PORTLAND, MAINE
Cumberland County

PORTLAND, OREGON--WASHINGTON
Clackamas County, Oregon
Multnomah County, Oregon
Washington County, Oregon
Clark County, Washington

PORTSMOUTH, NEW HAMPSHIRE
Rockingham County

PROVIDENCE, PAWTUCKET, RHODE ISLAND--MASSACHUSETTS
Bristol County, Rhode Island
Kent County, Rhode Island
Newport County, Rhode Island
Providence County, Rhode Island
Washington County, Rhode Island
Bristol County, Massachusetts
Norfolk County, Massachusetts
Worcester County, Massachusetts

PROVO, OREM, UTAH
Utah County-*

*-PUEBLO, COLORADO
Pueblo County

RACINE, WISCONSIN
Racine County

RALEIGH
NORTH CAROLINA
Wake County

RAPID CITY,
SOUTH DAKOTA
Pennington County

READING,
PENNSYLVANIA
Berks County

RENO, NEVADA
Washoe County

RICHMOND, VIRGINIA
Richmond City
Chesterfield County
Henrico County

ROANOKE, VIRGINIA
Roanoke City
Roanoke County

ROCHESTER, NEW YORK
Monroe County

ROCKFORD, ILLINOIS
Winnebago County

ROLLA, MISSOURI
Phelps County

ROME, GEORGIA
Floyd County

SACRAMENTO,
CALIFORNIA
Sacramento County

SAGINAW, MICHIGAN
Saginaw County

ST. ALBANS, VERMONT
Franklin County

ST. JOSEPH, MISSOURI
Buchanan County

ST. LOUIS, MISSOURI--
ILLINOIS
St. Louis City, Missouri
Jefferson County,
Missouri
St. Charles County,
Missouri
St. Louis County,
Missouri
Madison County, Illinois
St. Clair County,
Illinois

SALT LAKE CITY, UTAH
Salt Lake County

SAN ANGELO, TEXAS
Tom Green County

SAN ANTONIO, TEXAS
Bexar County

SAN BERNARDINO,
RIVERSIDE, ONTARIO,
CALIFORNIA
Riverside County
San Bernardino County

SAN DIEGO, CALIFORNIA
San Diego County

SAN FRANCISCO,
OAKLAND, CALIFORNIA
Alameda County
Contra Costa County
Marin County
San Francisco County
San Mateo County
Solano County

SAN JOSE, CALIFORNIA
Santa Clara County-*

*-SALINA, KANSAS
Salina County

SALISBURY, MARYLAND
Wicomico County

SANTA BARBARA, CALIFORNIA
Santa Barbara County

SANTA FE, NEW MEXICO
Santa Fe County

SAVANNAH, GEORGIA
Chatham County

SCOTTSBLUFF, NEBRASKA
Scottsbluff County

SCRANTON, PENNSYLVANIA
Lackawanna County

SEATTLE, WASHINGTON
King County
Snohomish County

SHERIDAN, WYOMING
Sheridan County

SHREVEPORT, LOUISIANA
Bossier Parish
Caddo Parish

SIOUX CITY, IOWA
Woodbury County

SIOUX FALLS, SOUTH DAKOTA
Minnehaha County

SOUTH BEND, INDIANA
St. Joseph County

SPARTANSBURG, SOUTH CAROLINA
Spartansburg County

SPOKANE, WASHINGTON
Spokane County

SPRINGFIELD, ILLINOIS
Sangamon County

SPRINGFIELD, MISSOURI
Green County

SPRINGFIELD, OHIO
Clark County

SPRINGFIELD, CHICOPEE, HOLYOKE, MASSACHUSETTS
Hampden County
Hampshire County
Worcester County

STAMFORD, CONNECTICUT
Fairfield County

STEUBENVILLE, WEIRTON, OHIO--WEST VIRGINIA
Jefferson County, Ohio
Brooke County, West Virginia
Hancock County, West Virginia

STILLWATER, OKLAHOMA
Payne County

STOCKTON, CALIFORNIA
San Joaquin County

SYRACUSE, NEW YORK
Madison County
Onondaga County
Oswego County

TACOMA, WASHINGTON
Pierce County

TALLAHASSEE, FLORIDA
Leon County-*

*-TAMPA,
ST. PETERSBURG,
FLORIDA
Hillsborough County
Pinellas County

TEMPLE, TEXAS
Bell County

TERRE HAUTE, INDIANA
Vigo County

TEXARKANA, TEXAS--
ARKANSAS
Bowie County, Texas
Miller County, Arkansas

TOLEDO, OHIO
Lucas County

TOPEKA, KANSAS
Shawnee County

TRENTON, NEW JERSEY
Mercer County

TUCSON, ARIZONA
Pima County

TULSA, OKLAHOMA
Creek County
Osage County
Tulsa County

TUSCALOOSA,
ALABAMA
Tuscaloosa County

TYLER, TEXAS
Smith County

UTICA, ROME,
NEW YORK
Herkimer County
Oneida County

VICKSBURG,
MISSISSIPPI
Warren County

WACO, TEXAS
McLennan County

WALLA WALLA,
WASHINGTON
Walla Walla County
Benton County

WASHINGTON,
DISTRICT OF COLUMBIA--
MARYLAND--VIRGINIA
Washington,
District of Columbia
Montgomery County,
Maryland
Prince Georges County,
Maryland
Alexandria City,
Virginia
Fairfax City, Virginia
Falls Church City,
Virginia
Arlington County,
Virginia
Fairfax County, Virginia

WATERBURY,
CONNECTICUT
New Haven County
Litchfield County

WATERLOO, IOWA
Black Hawk County

WENATCHEE,
WASHINGTON
Chelan County

WEST PALM BEACH,
FLORIDA
Palm Beach County-*

*-WHEELING,
WEST VIRGINIA--OHIO
Marshall County,
West Virginia
Ohio County,
West Virginia
Belmont County, Ohio

WICHITA, KANSAS
Sedgwick County

WICHITA FALLS, TEXAS
Archer County
Wichita County

WILKES-BARRE,
HAZLETON,
PENNSYLVANIA
Luzerne County

WILMINGTON,
DELAWARE--NEW JERSEY
New Castle County,
Delaware
Salem County,
New Jersey

WILMINGTON,
NORTH CAROLINA
New Hanover County

WINSTON-SALEM,
NORTH CAROLINA
Forsyth County

WORCESTER,
MASSACHUSETTS
Worcester County

YAKIMA, WASHINGTON
Yakima County

YORK, PENNSYLVANIA
York County

YOUNGSTOWN,
WARREN, OHIO
Mahoning County
Trumbull County

YUMA, ARIZONA
Yuma County-*

3. Space in Proposed Federal Buildings. GSA is responsible for developing plans and constructing Federal buildings for special or multiple Federal occupancy.

Requests for space in Federal buildings proposed pursuant to the Public Buildings Purchase Contract Act of 1954, Title I, Public Law 519, 83d Congress, will be prepared on GSA Form T-90, Net Space Requirements for proposed Purchase Contract Projects, and submitted in quadruplicate to the *-Washington-* office for transmittal to the Office of Plant and Operations, which in turn will prepare the certificate of need for each location. All items including A and B, will be completed in accordance with instructions accompanying GSA Forms T-90.

Space needs will be determined on the basis of space utilization standards in FSH 6441.2.

6441.6 - Space in Buildings Under Control of Post Office Department

6441.61 - Space Assignment and Utilization

1. Authority. Effective August 1, 1955, the Post Office Department delegated to its regional offices authority to make space assignments in buildings under the control of that Department.

2. Space Requests. Forest Service officials to whom space management authority is delegated will negotiate direct with the regional office of the Post Office Department having control of the building in all matters of space acquisition, use, and assignment. Space requested should conform with Forest Service utilization standards and guidelines. Any requests which exceed the standards must be fully justified.

In exercising authority to negotiate with Post Office Department regional offices the following procedures will govern:

a. Where two or more USDA agencies are involved in a proposed assignment, and firm agreement cannot be reached between them, the case (original and one copy) will be sent to the *-Washington-* office for consideration by the Office of Plant an Operations of the Department prior to submission to the appropriate Post Office Department regional office.

b. Where problems arise which cannot be resolved with the regional offices of the Post Office Department, the matter should be referred to the *-Washington-* office and will be taken up with the Washington office of the Post Office Department by the Office of Plant and Operations of the Department.

3. Utilization. The Post Office Department has a program similar to that of the GSA to bring about more intensive use of space in buildings under its control. There will be a critical examination of needs before assignments are made, and continuing surveys of existing assignments.

4. Release of Space. Prior to release of space in Federal buildings under the control of the Post Office Department, agencies of the USDA located in the area, including Extension Service, will be contacted to determine whether such space is needed. If so, agencies needing the space should request and justify assignment of it through proper channels. If requested by the Post Office Department to vacate space, the request should be referred to the Washington office for approval by the Office of Plant and Operations.

TITLE 6400 - PROPERTY MANAGEMENT

6441.62 - Regional Real-Estate Managers of Post Office Department. The first name under each region in the following list is that of the real-estate manager and the second name is that of the assistant real-estate manager.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25

Office of Plant and Operations

June 1, 1961

TO : Chiefs of Administrative Services of Agencies

FROM : Chief, Real Estate Division, Office of Plant and Operations — Marbury W White

SUBJECT: Listing of Regional Real Estate Managers of the Post Office Department

The following is a listing of the Regional Real Estate Managers of the Post Office Department, their assistants and the territories they serve. The previous listing dated January 21, 1960 is obsolete.

Region	Address & Phone No.	Territory
ATLANTA- Lloyd A. Sifford, Jr. Carl Bolt	428 Federal Annex Bldg. Atlanta 4, Georgia (MUrray 8-3517, X 344)	Fla, Ga., NC., SC., Puerto Rico & Virgin Islands
BOSTON - P. E. Kelleher Edward J. Ledwith	Post Off. & Ct. House Bldg. Boston 9, Mass. (CApitol 3-2248, X 2247)	Me., NH., Vt., Mass., Conn. & RI.
CHICAGO - Arthur C. Chandler Harvey P. Nelson	Main Post Office Building Chicago 100, Illinois (WAbash 2-9200, X 726)	Ill. & Michigan
CINCINNATI - John W. Meinhart Howard L. Hammond	Main Post Office Bldg. P.O. Box 1999 Cincinnati 1, Ohio (DUnbar 1-2200, X 528)	Indiana, Kentucky, & Ohio
DALLAS - Arba P. DeWitt Conner X. Russell	Main Post Office Bldg. Post Office Box 3 Dallas 21, Texas (RIverside 8-5611, X 2151)	Texas & Louisiana
DENVER - Ben A. Brock Richard Hammarstrom	New Custom House Bldg. P. O. Box 1979 Denver 1, Colorado (KEystone 4-4151, X 640)	Ariz., Colo., N.Mex., Utah & Wyoming
MEMPHIS - Hugh W. Overton Hubert N. Parnell	Post Office Bldg. Memphis 1, Tennessee (JAckson 5-8831, X 333)	Alabama, Mississippi, & Tennessee

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*-Amended August 1961
Amendment No. 86

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Region	Addresses & Phone	Territory
MINNEAPOLIS - James M. Murphy John K. Storr	512 Nicollet Avenue Minneapolis 2, Minnesota (FEderal 2-3211, X 522)	Minn., N.Dak., S.Dak., & Wisconsin
NEW YORK - Henry A. Kresse Charles J. Schleif, Jr.	Main Post Office Bldg. New York 1, New York (PEnnsylvania 6-7700, X 846)	New York
PHILADELPHIA - Arthur J. Parsons J. F. Noone	Rm.303B, General Post Office Bldg. 30th & Market Sts. P. O. Box 8687 Philadelphia 1, Penna. (EVergreen 2-5200, X 323)	Penna., New Jersey & Delaware
SAINT LOUIS - Frank A. Gilbert Roy J. Timmerman	U.S. Court & Custom House St. Louis 1, Missouri (MAin 1-8100, X 451)	Arkansas, Iowa, & Missouri
SAN FRANCISCO - H. G. Mueller James T. Ward	79 New Montgomery St. San Francisco 6, California (YUkon 6-3111, X 486)	California, Hawaii, Nev. & All Pacific Possessions
SEATTLE - H. L. Duncan Walter L. Robinson, Jr.	New Republic Bldg. Box 3900, Zone 24 Seattle, Washington (MUtual 2-3300, X 678)	Alaska, Idaho, Mont., Oregon & Washington
WASHINGTON, D.C. - Robert E. Kershner Charles H. Klinck	Rm. 2012, City Post Off.Bldg. Washington 50, D. C. (STerling 3-3100, X 8018) Code 177, X 8018	District of Columbia, Md., Va. & W.Va.
WICHITA - Gilbert P. Mullen Preston Austin	Post Office Bldg. Wichita 25, Kansas (AMherst 7-0211, X 359)	Kansas, Nebraska, & Oklahoma

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TITLE 6400 - PROPERTY MANAGEMENT

*-6441.63 - Post Office Owned and Controlled Buildings. Government-owned post office buildings under the administration of the Post Office Department for maintenance, operation, assignment, and reassignment, except for certain exceptions, are listed below.

POST OFFICE DEPARTMENT
BUREAU OF FACILITIES
DIVISION OF REAL ESTATE
PROPERTY MANAGEMENT BRANCH

April 15, 1961

GOVERNMENT-OWNED POST OFFICE BUILDINGS UNDER THE ADMINISTRATION OF THE POST OFFICE DEPARTMENT FOR MAINTENANCE, OPERATION AND ASSIGNMENT AND REASSIGNMENT OF SPACE, EXCEPT THOSE DESIGNATED BY (*) IN WHICH BUILDINGS THE GENERAL SERVICES ADMINISTRATION HAS THE RESPONSIBILITY FOR THE ASSIGNMENT AND REASSIGNMENT OF SPACE ONLY.

ALABAMA (61)

Albertville
Alexander City
Andalusia
Anniston
Athens
Atmore
Attalla
Auburn
Bay Minette
Bessemer
*Birmingham Main O
" Ensley Sta.
Brewton
Carrollton
Clanton
Cullman
Decatur
Demopolis
Dothan
Enterprise
Eufaula
Eutaw
Evergreen
Fairfield
Fayette
Florence
Fort Payne
Gadsden
Greensboro
Greenville
Guntersville
Haleyville
Hartselle
Huntsville
Jacksonville
Jasper
Luverne
Marion
Mobile
Monroeville

ALABAMA (CONT.)

Montevallo
Oneonta
Opelika
Opp
Ozark
Phenix City
Piedmont
Prattville
Roanoke
Russellville
Scottsboro
Selma
Sheffield
Sylacauga
Talladega
Troy
*Tuscaloosa
Tuscumbia
Tuskegee
Union Springs
Wetumpka

ALASKA (6)

*Anchorage
*Cordova
*Fairbanks
*Ketchikan
*Sitka
*Wrangell

ARIZONA (11)

Douglas
Flagstaff
Globe
Kingman
Mesa
Nogales
Prescott
Safford
Springville
Winslow
Yuma

ARKANSAS (54)

Arkadelphia
Batesville
Benton
Bentonville
Berryville
Blytheville
Brinkley
Camden
Clarendon
Clarksville
Conway
Crossett
Dardenelle
De Queen
De Witt
El Dorado
Eureka Springs
Fayetteville
Fordyce
Forrest City
Hamburg
Harrison
Heber Springs
Helena
Hope
Jonesboro -*

* Authority for assignment and reassignment of space vested in G.S.A.

*-

ARKANSAS (Cont.)

Lake Village
McGehee
Magnolia
Malvern
Marianna
Mena
Monticello
Morrilton
Nashville
Newport
North Little Rock
Osceola
Paragould
Paris
Piggott
Pine Bluff
Pocahontas
Prescott
Rogers
Russellville
Searcy
Siloam Springs
Springdale
Stuttgart
Van Buren
Walnut Ridge
Warren
Wynne

CALIFORNIA (124)

Alameda
Alhambra
Anaheim
Auburn
Bakersfield
Bell
Berkeley
Beverley Hills
Brawley
Burbank
Burlingame
Calexico
Canoga Park
Chico

CALIFORNIA (Cont.)

Claremont
Colton
Colusa
Compton
Covina
Culver City
Downey
El Centro
El Monte
Eureka
*Fresno
Fullerton
Gardena
Glendale
Grass Valley
Hanford
Hayward
Hollister
Huntington Beach
Huntington Park
Inglewood
La Jolla
Lancaster
Livermore
Lodi
Long Beach
Los Angeles
  East Los Angeles Br.
  Hollywood Station
  Terminal Annex
Los Banos
Lynwood
Madera
Manteca
Martinez
Marysville
Maywood
Merced
Mill Valley
Modesto
Monrovia
Montebello
Monterey
Napa
North Hollywood
*Oakland
Oceanside
Ontario
Orange

CALIFORNIA (Cont.)

Oroville
Oxnard
Pacific Grove
Palo Alto
Pasadena
Petaluma
Pittsburg
Placerville
Pomona
Porterville
Red Bluff
Redding
Redlands
Redondo Beach
Redwood City
Reedley
Richmond
Riverside
Roseville
Saint Helena
Salinas
San Bernardino
*San Diego
San Fernando
San Francisco
  Rincon Annex
San Gabriel
San Jose
San Luis Obispo
San Mateo
San Pedro
San Rafael
Santa Ana
*Santa Barbara
Santa Clara
Santa Cruz
Santa Maria
Santa Monica
Santa Paula
Santa Rosa
Sebastopol
Selma
South Gate
South Pasadena
South San Francisco
  Linden Avenue Sta.
Stockton
Susanville
Torrance
Tracy

* Authority for assignment and reassignment of space vested in G.S.A. -*

*-

CALIFORNIA (Cont.)

Tulare
Turlock
Ukiah
Vacaville
Vallejo
Van Nuys
Venice
Ventura
Visalia
Watsonville
Whittier
Willows
Woodland
Yuba City

COLORADO (33)

Alamosa
Boulder
Canon City
Colorado Springs
Delta
Denver
  South Denver Station
Durango
Englewood
Florence
Fort Collins
Fort Morgan
Glenwood Springs
Golden
Grand Junction
Greeley
Gunnison
La Junta
Lamar
Las Animas
Leadville
Littleton
Longmont
Loveland
Manitou Springs
Monte Vista
Montrose
Pueblo
Rifle
Rocky Ford
Salida
Sterling
Trinidad
Walsenburg

CONNECTICUT (50)

Ansonia
Branford
*Bridgeport
Bristol
Clinton
Danbury
Danielson
Derby
East Hampton
Fairfield
Glastonbury
Greenwich
Hartford
* Main Office
  East Hartford Branch
Lakeville
Madison
Manchester
Meriden
Middletown
Milford
Mystic
Naugatuck
New Britain
New Haven
* Main Office
  West Haven Branch
  Westville Station
New London
New Milford
Norwalk
Norwich
Oakville
Plainville
Portland
Putnam
Rockville
Seymour
Shelton
Southington
South Norwalk
Stamford
Stonington
Thomaston
Thompsonville
Torrington
Wallingford
Waterbury
Westport
Willimantic
Windsor
Winsted

DELAWARE (12)

Dover
Georgetown
Harrington
Laurel
Lewes
Milford
Newark
New Castle
Rehoboth Beach
Seaford
Selbyville
Smyrna

DISTRICT OF COLUMBIA (3)

Washington
  Main Office
  Georgetown Station
  Bethesda Branch

* Authority for assignment and reassignment of space vested in G.S.A.

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FLORIDA (44)	GEORGIA (89)	GEORGIA (Cont.)
Apalachicola	Adel	Jesup
Arcadia	Albany	LaFayette
Bartow	Americus	La Grange
Bradenton	Ashburn	Lawrenceville
Clearwater	Atlanta	Louisville
Cocoa	* Federal Annex	Lyons
Daytona Beach	Augusta	McDonough
De Funiak Springs	Bainbridge	McRae
De Land	Barnesville	Madison
Fernandina Beach	Baxley	Manchester
Fort Lauderdale	Blackshear	Marietta
Fort Myers	Blakely	Millen
Fort Pierce	Buford	Monroe
Gainesville	Cairo	Montezuma
Jacksonville	Calhoun	Monticello
West Bay Station	Camilla	Moultrie
Jasper	Canton	Newnan
Kissimee	Carrollton	Pelham
Lake City	Cartersville	Quitman
Lakeland	Cedartown	Rockmart
Lake Wales	Cochran	Rome
Lake Worth	College Park	Rossville
Leesburg	*Columbus	Sandersville
Live Oak	Commerce	Statesboro
Madison	Conyers	Summerville
Marianna	Cordele	Swainsboro
Miami	Cornelia	Sylvania
* Main Office	Covington	Sylvester
Miami Beach Branch	Cuthbert	Thomaston
Milton	Dalton	Thomasville
Ocala	Dawson	Thomson
Orlando	Decatur	Tifton
Palm Beach	Douglas	Toccoa
Panama City	Dublin	Valdosta
Perry	Eastman	Vidalia
Plant City	East Point	Warrenton
Quincy	Eatonton	Washington
Saint Augustine	Elberton	Waycross
St. Petersburg	Fitzgerald	Waynesboro
Open Air Station	Forsyth	West Point
Sanford	Fort Valley	Winder
Sarasota	Gainesville	Wrightsville
Sebring	Greensboro	
Starke	Griffin	
Tallahasee	Hapeville	
West Palm Beach	Hartwell	
Winter Haven	Hawkinsville	
	Jackson	

* Authority for assignment and reassignment of space vested in G.S.A.

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*-

HAWAII (1)

Lihue

IDAHO (20)

Blackfoot
Bonners Ferry
Buhl
Burley
Caldwell
Couer d'alene
Grangeville
Kellogg
Lewiston
Moscow
Nampa
Orofino
Payette
Pocatello
Preston
Saint Anthony
Sandpoint
Twin Falls
Wallace
Weiser

ILLINOIS (185)

Abingdon
Albion
Aledo
Alton
Anna
Aurora
Batavia
Beardstown
Belleville
Belvidere
Berwyn
Bloomington
Blue Island
Bradley
Brookfield
Bushnell
Cairo
Calumet City
Canton
Carbondale
Carlinville
Carlyle
Carmi

ILLINOIS (Cont.)

Carrollton
Carthage
Centralia
Champaign
Charleston
Chester
Chicago
* Main Office
Chestnut St. Station
Cicero Station
Englewood Station
Garage
Grand Crossing Station
Hawthorne Station
Hyde Park Station
Jefferson Station
Kedzie-Grace Station
Lakeview Station
Lincoln Park Station
Logan Square Station
Mid-West Station
Morgan Park Station
Pilsen Station
P.O. Annex Prop (3 bldgs)
Roseland Station
South Chicago Station
Stock Yards Station
Uptown Station
Chillicothe
Clinton
Collinsville
Danville
Decatur
Des Plaines
Dixon
Downers Grove
Du Quoin
Dwight
East Alton
East Moline
East Saint Louis
Edwardsville
Effingham
Eldorado
Elgin
Elmhurst
Evanston
Fairfield
Flora
Forest Park

ILLINOIS (Cont.)

Freeport
Fulton
Galena
Galesburg
Geneseo
Geneva
Gibson City
Gillespie
Glen Ellyn
Granite City
Greenville
Hamilton
Harrisburg
Harvey
Havana
Herrin
Highland
Hillsboro
Hinsdale
Homewood
Hoopeston
Jacksonville
Jerseyville
Joliet
Kankakee
Kewanee
La Grange
Lake Forest
La Salle
Lawrenceville
Lemont
Lewistown
Libertyville
Lincoln
Litchfield
McLeansboro
Macomb
Madison
Marion
Marseilles
Marshall
Mason City
Mattoon
Maywood
Melrose Park
Mendota
Metropolis
Moline
Monticello
Morris

* Authority for assignment and reassignment of space vested in G.S.A. -*

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ILLINOIS (Cont.)

Morrison
Morton
Mount Carmel
Mount Carroll
Mount Morris
Mount Sterling
Mount Vernon
Murphysboro
Naperville
Nashville
Newton
Nokomis
Normal
Oak Park
O'Fallon
Oglesby
Olney
Oregon
Ottawa
Pana
Paris
Park Ridge
Paxton
Pekin
Peoria
Peru
Petersburg
Pittsfield
Plano
Pontiac
Princeton
Quincy
Robinson
Rochelle
Rock Falls
Rockford
Rushville
Saint Charles
Salem
Sandwich
Savanna
Shelbyville
Spring Valley
Staunton
Sterling
Streator
Sycamore

ILLINOIS (Cont.)

Taylorville
Tuscola
Urbana
Vandalia
Villa Park
Virden
Watseka
Waukegan
West Frankfort
Wheaton
White Hall
Wilmette
Wood River
Woodstock

INDIANA (103)

Alexandria
Anderson
Angola
Attica
Auburn
Aurora
Batesville
Bedford
Berne
Bloomfield
Bluffton
Boonville
Brazil
Cambridge City
Clinton
Columbia City
Columbus
Connersville
Crawfordsville
Crown Point
Culver
Danville
Decatur
Delphi
Dunkirk
East Chicago
Elkhart
Elwood

INDIANA (Cont.)

Evansville
Fort Wayne
Fowler
Frankfort
Franklin
French Lick
Garrett
Gary
Gas City
Goshen
Greencastle
Greenfield
Greensburg
Hagerstown
Hartford City
Hobart
Huntington
Indianapolis
  Broad Ripple Station
* Illinois Street Station
Jasper
Jeffersonville
Kendallville
Knightstown
Kokomo
Lafayette
Lagrange
La Porte
Lawrenceburg
Lebanon
Liberty
Ligonier
Linton
Logansport
Marion
Martinsville
Michigan City
Middlebury
Mishawaka
Monticello
Mount Vernon
Muncie
Nappanee
New Albany
New Castle
Noblesville
North Manchester

* Authority for assignment and reassignment of space vested in G.S.A.

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INDIANA (Cont.)

North Vernon
Paoli
Pendleton
Peru
Plymouth
Portland
Princeton
Rensselaer
Richmond
Rochester
Rockville
Rushville
Salem
Seymour
Shelbyville
Sheridan
*South Bend
Spencer
Sullivan
Tell City
Tipton
Union City
Valparaiso
Vincennes
Wabash
Warsaw
Washington
Whiting
Winchester

IOWA (92)

Albia
Algona
Ames
Anamosa
Atlantic
Audubon
Bedford
Bloomfield
Boone
Carroll
Cedar Falls
Cedar Rapids
Centerville
Chariton
Charles City

IOWA (Cont.)

Cherokee
Clarinda
Clarion
Clinton
Columbus Junction
Corning
Corydon
Cresco
Creston
Davenport
Decorah
Denison
Des Moines
De Witt
Eldora
Emmetsburg
Estherville
Fairfield
Forest City
Fort Dodge
Fort Madison
Glenwood
Grinnell
Hamburg
Hampton
Harlan
Hawarden
Ida Grove
Independence
Iowa City
Iowa Falls
Jefferson
Keokuk
Knoxville
Le Mars
Leon
Manchester
Maquoketa
Marengo
Marion
Marshalltown
Mason City
Missouri Valley
Monticello
Mount Ayr
Mount Pleasant
Muscatine
Nevada
New Hampton
Newton

IOWA (Cont.)

Oelwein
Onawa
Osage
Osceola
Oskaloosa
Ottumwa
Pella
Perry
Red Oak
Rock Rapids
Rockwell City
Sac City
Sheldon
Shenandoah
Sigourney
*Sioux City
Spencer
Storm Lake
Tipton
Vinton
Washington
Waterloo
Waukon
Waverly
Webster City
West Union
Winterset

KANSAS (67)

Abilene
Anthony
Arkansas City
Atchison
Augusta
Baxter Springs
Belleville
Beloit
Burlington
Caldwell
Chanute
Cherryvale
Clay Center
Coffeyville
Columbus
Concordia
Council Grove
Dodge City
Eldorado

-*

* Authority for assignment and reassignment of space vested in G.S.A.

*-

KANSAS (Cont.)

Eureka
Fort Scott
Fredonia
Garden City
Girard
Goodland
Great Bend
Halstead
Hays
Herington
Hiawatha
Hoisington
Holton
Horton
Hutchinson
Independence
Iola
Junction City
Kingman
Larned
Lawrence
Liberal
Lindsborg
Lyons
McPherson
Manhattan
Marion
Marysville
Neodesha
Newton
Norton
Olathe
Osage City
Oswego
Ottawa
Paola
Parsons
Pittsburg
Pratt
Russell
Sabetha
Salina
Seneca

KANSAS (Cont.)

Topeka
* Main Office
North Topeka Station
Wellington
*Wichita
Winfield

KENTUCKY (69)

Anchorage
Ashland
Barbourville
Bardstown
Berea
Bowling Green
Cadiz
Campbellsville
Carlisle
Carrollton
Catlettsburg
Central City
Corbin
Covington
Cynthiana
Danville
Elizabethtown
Falmouth
Flemingsburg
Frankfort
Franklin
Fulton
Georgetown
Glasgow
Greenville
Hardinsburg
Harlan
Harrodsburg
Hazard
Henderson
Hickman
Hodgenville

KENTUCKY (Cont.)

Hopkinsville
Irvine
Jackson
Jenkins
Lancaster
Lawrenceburg
Lebanon
Louisa
Madisonville
Marion
Mayfield
Maysville
Middlesboro
Morehead
Morganfield
Mount Sterling
Murray
Newport
Main Office
Fort Thomas Branch
Owensboro
Paducah
Paintsville
Paris
Pikeville
Pineville
Prestonburg
Princeton
Richmond
Russellville
Shelbyville
Somerset
Springfield
Versailles
Whitesburg
Williamsburg
Williamstown
Winchester

* Authority for assignment and reassignment of space vested in G.S.A.

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LOUISIANA (45)

Abbeville
Alexandria
  Main Office
* Annex
Arabi
Arcadia
Bastrop
Baton Rouge
Bogalusa
Bunkie
Covington
Crowley
De Ridder
Donaldsonville
Eunice
Ferriday
Franklin
Gretna
Hammond
Haynesville
Homer
Houma
Jeanerette
Jennings
Lake Providence
Leesville
Mansfield
Many
Monroe
Morgan City
Natchitoches
New Iberia
Oakdale
Opelousas
Pineville
Plaquemine
Rayville
Ruston
Saint Martinville
*Shreveport
Tallulah
Thibodaux
Ville Platte
Vivian
Winnfield
Winnsboro

MAINE (42)

Auburn
Bangor
Bar Harbor
Bath
Belfast
Biddeford
Brunswick
Calais
Camden
Caribou
Castine
Dexter
Dover-Foxcroft
Eastport
Ellsworth
Fairfield
Framington
Fort Fairfield
Fort Kent
Gardiner
Hallowell
Houlton
Kennebunk
Kennebunk Port
Lewiston
Machias
Millinocket
Norway
Old Town
Orono
Portland
  Main Office
  South Portland Branch
Presque Isle
Rockland
Rumford
Saco
Sanford
Skowhegan
Waldoboro
Waterville
Westbrook
Wiscassett

MARYLAND (27)

Aberdeen
Annapolis
Baltimore
  Catonsville Branch
  Dundalk Branch
  Parcel Post Station
  Towson Branch
Bel Air
Cambridge
Chestertown
Crisfield
Cumberland
Easton
Elkton
Ellicott City
Frederick
Frostburg
Hagerstown
Havre de Grace
Hyattsville
Laurel
Oakland
Pocomoke City
Rockville
Salisbury
Silver Spring
Upper Marlboro
Westminster

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MASSACHUSETTS (107)

Adams
Amesbury
Amherst
Andover
Ashland
Athol
Attleboro
Ayer
Beverly
Boston
  Arlington Branch
  Back Bay Annex
  Brookline Branch
  Cambridge "A" Branch
  Chelsea Branch
  Chestnut Hill Branch
  East Boston Station
  Everett Branch
  Garage
  Lexington Branch
  Malden Branch
  Medford Branch
  Milton Branch
  Quincy Branch
  Revere Branch
  Somerville Branch
  South Postal Annex
  Stoneham Branch
  Waltham Branch
  Weymouth Branch
  Winthrop Branch
  Wollaston Branch
Brockton
Canton
Chicopee
Chicopee Falls
Clinton
Concord
Danvers
Dedham
Easthampton
East Walpole
Fairhaven
Falmouth
Fall River
Fitchburg
Foxboro
Framingham
Franklin
Gardner

MASSACHUSETTS (Cont.)

Gloucester
Great Barrington
Greenfield
Haverhill
Holyoke
Hyannis
Ipswich
Lawrence
Leominster
*Lowell
Lynn
* Main Office
  Saugus Branch
Manchester
Mansfield
Marblehead
Marlboro
Middleboro
Milford
Millbury
Nantucket
Natick
*New Bedford
Newburyport
North Adams
Northampton
North Attleboro
Norwood
Orange
Palmer
Peabody
Pittsfield
Plymouth
Provincetown
Reading
Rockland
Rockport
Salem
Southbridge
South Hadley
*Springfield
Stoughton
Taunton
Turners Falls
Wakefield
Walpole
Ware
Wareham
Webster
Westfield

MASSACHUSETTS (Cont.)

West Springfield
Whitinsville
Whitman
Williamstown
Winchendon
Winchester
Woburn
Worcester
* Main Office
  Parcel Post Station

MICHIGAN (101)

Albion
Allegan
Alma
Bad Axe
Battle Creek
Bay City
Belding
Benton Harbor
Big Rapids
Birmingham
Blissfield
Boyne City
Bronson
Buchanan
Cadillac
Calumet
Caro
Charlotte
Cheboygan
Chelsea
Clare
Coldwater
Crystal Falls
Dearborn
Detroit
  Ferndale Branch
  Garage
  Hamtramck Branch
  Highland Park Branch
  Jefferson Station
  Northwestern Station
  River Rouge Branch
  Roosevelt Park Annex

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MICHIGAN (Cont.)

Dowagiac
East Detroit
East Lansing
East Tawas
Eaton Rapids
Escanaba
Fenton
Flint
  North Side Station
Frankfort
Fremont
Gladstone
Grand Haven
Grand Ledge
*Grand Rapids
Grayling
Greenville
Hancock
Hart
Hastings
Hillsdale
Holland
Houghton
Howell
Hudson
Ionia
Iron Mountain
Iron River
Ironwood
Ishpeming
Jackson
*Lansing
Lapeer
Lincoln Park
Lowell
Ludington
Manistee
Manistique
Marquette
Marshall
Mason
Menominee
Midland
Monroe
Mount Pleasant
Munising
Muskegon
Negaunee

MICHIGAN (Cont.)

Niles
Owosso
Paw Paw
Petoskey
Plymouth
Rochester
Rockford
Rogers City
Royal Oak
Saginaw
Saint Clair
Saint Johns
Saint Joseph
Sandusky
South Haven
Sturgis
Three Rivers
Traverse City
Wayne
Wyandotte
Ypsilanti
Zeeland

MINNESOTA (59)

Ada
Albert Lea
Alexandria
Anoka
Austin
Breckenridge
Caledonia
Cambridge
Chisholm
Cloquet
Crookston
Detroit Lakes
East Grand Forks
Ely
Eveleth
Fairmont
Faribault
Fergus Falls
Grand Rapids

MINNESOTA (Cont.)

Hastings
Hibbing
Hopkins
Hutchinson
International Falls
Lake City
Litchfield
Little Falls
Long Prairie
Mankato
Marshall
Minneapolis
Montevideo
Morris
New Ulm
Northfield
Owatonna
Park Rapids
Pipestone
Red Wing
Rochester
Saint Cloud
Saint James
Saint Paul
  North Saint Paul Branch
  White Bear Lake Branch
Saint Peter
Sauk Centre
South Saint Paul
Spring Valley
Stillwater
Thief River Falls
Virginia
Wabasha
Wadena
Waseca
Wayzata
Willmar
Windom
Winona
Worthington

* Authority for assignment and reassignment of space vested in G.S.A.

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MISSISSIPPI (55)

Aberdeen
Amory
Batesville
Bay Saint Louis
Belzoni
Booneville
Brookhaven
Canton
Carthage
Charleston
Clarksdale
Cleveland
Columbia
Columbus
Corinth
Crystal Springs
Durant
Eupora
Forest
Greenwood
Grenada
Gulfport
Hattiesburg
Hazlehurst
Holly Springs
Houston
Indianola
Kosciusko
Leland
Lexington
Louisville
Lumberton
McComb
Macon
Magnolia
Meridian
Natchez
New Albany
Newton
Okolona
Oxford
Pascagoula
Philadelphia
Picayune
Pontotoc
Poplarville
Ripley
Starkeville
Tupelo
Tylertown
Water Valley
Waynesboro
West Point
Winona
Yazoo City

MISSOURI (89)

Aurora
Bethany
Bonne Terre
Boonville
Bowling Green
Brookfield
Butler
California
Cameron
Canton
Cape Girardeau
Carrollton
Carthage
Caruthersville
Cassville
Centralia
Charleston
Chillicothe
Clinton
Columbia
De Soto
Dexter
Eldon
El Dorado Springs
Excelsior Springs
Farmington
Fayette
Festus
Fredericktown
Fulton
Hannibal
Harrisonville
Higginsville
Independence
Jackson
Jefferson City
Joplin
*Kansas City, Main Office
Kennett
Kirksville
Lamar
La Plata
Lebanon
Lees Summit
Lexington
Liberty
Louisiana
Macon
Marceline
Marshall
Maryville
Mexico
Moberly
Monett
Mountain Grove

MISSOURI (Cont.)

Mount Vernon
Neosho
Nevada
Palmyra
Paris
Perryville
Pleasant Hill
Poplar Bluff
Richmond
Rolla
Saint Charles
*Saint Joseph
Saint Louis
  Main Office
  Clayton Branch
  Garage
  Maplewood Branch
  University City Branch
  Wellston Station
Sainte Genevieve
Salem
Savannah
Sedalia
Sikeston
*Springfield
Sullivan
Trenton
Union
Unionville
Vandalia
Warrensburg
Washington
Webb City
West Plains
Windsor

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MONTANA (16)

Anaconda
*Billings
Bozeman
*Butte
Deer Lodge
Dillon
Glasgow
Glendive
*Great Falls
Hamilton
Havre
Kalispell
Lewistown
Livingston
Miles City
Sidney

NEBRASKA (46)

Albion
Alliance
Auburn
Aurora
Beatrice
Blair
Broken Bow
Central City
Chadron
Columbus
Crawford
Crete
David City
Fairbury
Falls City
Fremont
Geneva
Grand Island
Hastings
Hebron
Holdrege
Kearney
Lexington
*Lincoln

NEBRASKA (Cont.)

McCook
Minden
Nebraska City
Norfolk
North Platte
Ogalla
Omaha
Benson Station
O'Neill
Ord
Pawnee City
Plattsmouth
Red Cloud
Schuyler
Scottsbluff
Seward
Sidney
Superior
Tecumseh
Valentine
Wahoo
Wayne
York

NEVADA (10)

Carson City
Elko
Ely
Fallon
Las Vegas
Lovelock
Reno
Tonopah
Winnemucca
Yerington

NEW HAMPSHIRE (25)

Berlin
Claremont
Concord
Derry
Dover
Exeter
Franklin
Hanover
Keene
Laconia
Lancaster
Lebanon
Littleton
*Manchester
Meredith
Milford
Nashua
Newport
Peterborough
Plymouth
Portsmouth
Rochester
Somersworth
Wolfeboro
Woodsville

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NEW JERSEY (89)

Asbury Park
Atlantic City
Bayonne
Belmar
Bergenfield
Floomfield
Boonton
Bordentown
Boundbrook
Bridgeton
Burlington
Caldwell
Cape May
Cliffside Park
Clifton
Cranford
Dover
East Orange
Edgewater
Elizabeth
Englewood
Flemington
Fort Lee
Freehold
Garfield
Glen Ridge
Gloucester City
Hackensack
Hackettstown
Haddonfield
Haddon Heights
Hammonton
Harrison
Hightstown
Hoboken
Jersey City
Kearny
Lakewood
Linden
Little Falls
Long Branch
Madison
Matawan
Metuchen
Millburn
Millville
Montclair
Moorestown
Morristown
Mount Holly
Newark, Nutley Branch

NEW JERSEY (Cont.)

New Brunswick
North Bergen
Ocean City
Orange
Passaic
Paterson, Main Office
" Hawthorne Br.
Paulsboro
Penns Grove
Perth Amboy
Phillipsburg
Pitman
Plainfield
Pleasantville
Pompton Lakes
Princeton
Rahway
Red Bank
Ridgefield Park
Ridgewood
Riverside
Riverton
Rutherford
Salem
Short Hills
Somerville
South Orange
South River
Summit
Toms River
Union City
Vineland
Washington
Westfield
West New York
Westwood
Wildwood
Woodbury

NEW MEXICO (11)

Alamorgordo
Carlsbad
Clovis
Deming
Gallup
Las Cruces
Las Vegas
Portales
Raton
Silver City
Truth or Consequences

NEW YORK (207)

Akron
Albion
Amsterdam
Angola
Attica
Auburn
Baldwinsville
Ballston Spa
Batavia
Bath
Bay Shore
Beacon
Binghamton
Boonville
Brockport
Brooklyn, Main Office
" Flatbush Sta.
" Kensington Sta.
" Metropolitan Sta.
" Parkville Sta.
Canajoharie
Canandaigua
Canastota
Canton
Carthage
Catskill
Clyde
Cobleskill
Cohoes
Cooperstown
Corning
Cortland
Dansville
Delhi

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NEW YORK (Cont.)

Delmar
Depew
Dobbs Ferry
Dolgeville
Dunkirk
East Rochester
Ellensville
Elmira
Endicott
Fairport
Far Rockaway
Floral Park
Flushing, Main Office
" Forest Hills Sta.
" Jackson Hgts. Sta.
Fort Edward
Fort Plain
Frankfort
Fredonia
Freeport
Fulton
Garden City
Geneva
Glen Cove
Glens Falls
Gloversville
Goshen
Gouverneur
Gowanda
Granville
Great Neck
Hamburg
Hamilton
Harrison
Haverstraw
Hempstead
Herkimer
Homer
Honeoye Falls
Hoosick Falls
Hornell
Horseheads
Hudson
Hudson Falls
Huntington
Hyde Park

NEW YORK (Cont.)

Ilion
Ithica
Jamaica, Main Office
" Woodhaven Sta.
Jamestown
Johnson City
Johnstown
Kingston
Lake George
Lake Placid
Lancaster
Larchmont
Le Roy
Liberty
Little Falls
Little Valley
Lockport
Long Beach
Long Island City
Lowville
Lyons
Malone
Mamaroneck
Massena
Mechanicville
Medina
Middleburg
Middleport
Middletown
Mineola
Monticello
Moravia
Mount Kisco
Mount Vernon
Newark
Newburgh
New Rochelle
New York, Main Office
" Audubon Station
" Boulevard Sta.
" Bronx Central Sta.
" Canal Street Sta.
" Cathedral Sta.
* " Church Street Sta.
" College Sta.
" Cooper Sta.

NEW YORK (Cont.)

New York, Grand Central Sta.
" Inwood Sta.
" Knickerbocker Sta.
" Lenox Hill Sta.
" Madison Sq. Sta.
" Morgan Station
" Morrisania Sta.
" Morris Hghts. Sta.
" Mott Haven Sta.
" Old Chelsea Sta.
" Planetarium Sta.
" Wakefield Sta.
" West Farms Sta.
Niagara Falls
Northport
North Tonawanda
Norwich
Nyack
Ogdensburg
Olean
Oneida
Oneonta
Orchard Park
Ossining
Oswego
Owego
Oxford
Oyster Bay
Painted Post
Patchogue
Pearl River
Peekskill
Penn Yan
Plattsburg
Port Chester
Port Jervis
Port Washington
Potsdam
Poughkeepsie
Rensselaer
Rhinebeck
Richfield Springs
Riverhead
Rochester, Main Office
" Garage
Rockville Center

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NEW YORK (Cont.)

Rome
Rye
Saint Johnsville
Salamanca
Saranac Lake
Saratoga Springs
Saugerties
Scarsdale
Schenectady, Main Office
" Scotia Branch
Seneca Falls
Silver Creek
Spring Valley
Springville
Staten Island
Suffern
*Syracuse
Ticonderoga
Tonawanda
Troy
Utica
Walden
Walton
Wappingers Falls
Warsaw
Waterloo
Watertown
Watkins Glen
Waverly
Wellsville
Westhampton Beach
Whitehall
White Plains
Yonkers, Main Office
" Bronxville Br.

NORTH CAROLINA (85)

Ahoskie
Albemarle
Asheboro
Beaufort
Belmont
Boone
Brevard
Burlington
Canton
Chapel Hill
*Charlotte
Clinton
Concord
Dunn

NORTH CAROLINA (Cont.)

Durham
Edenton
Elizabeth City
Elkin
Fayetteville
Forest City
Franklin
Gastonia
Goldsboro
Graham
*Greensboro
Greenville
Hamlet
Henderson
Hendersonville
Hickory
High Point
Kings Mountain
Kinston
Laurinburg
Leaksville
Lenoir
Lexington
Lincolnton
Louisburg
Lumberton
Madison
Marion
Mebane
Monroe
Mooresville
Morehead City
Morganton
Mount Airy
Mount Olive
New Bern
Newton
North Wilkesboro
Oxford
Pinehurst
*Raleigh
Red Springs
Reidsville
Roanoke Rapids
Rockingham
Rocky Mount
Roxboro
Rutherfordton
Salisbury
Sanford
Shelby
" Annex
Siler City

NORTH CAROLINA (Cont.)

Smithfield
Southern Pines
Statesville
Tarboro
Thomasville
Wadesboro
Wake Forest
Wallace
Warrenton
Washington
Waynesville
Weldon
Whiteville
Wilkesboro
Williamston
Wilmington
Wilson
*Winston-Salem

NORTH DAKOTA (20)

Bismark
Carrington
Devils Lake
Dickinson
*Fargo
Grafton
Grand Forks
Hettinger
Jamestown
Langdon
Lisbon
Mandan
Minot
New Rockford
Oakes
Pembina
Rugby
Valley City
Wahpeton
Williston

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OHIO (162)

Ada
*Akron
Alliance
Amherst
Ashland
Ashtabula
Athens
Barberton
Barnesville
Bedford
Bellaire
Bellefontaine
Bellevue
Berea
Bluffton
Bowling Green
Bridgeport
Bryan
Bucyrus
Caldwell
Cambridge
Campbell
*Canton
Celina
Chagrin Falls
Chardon
Chillicothe
Cincinnati, P.O, Annex Sta.
Circleville
Cleveland, Main Office
" Station "A"
" Brooklyn Sta.
" East Cleveland Br.
" Station "H"
" Lakewood Br.
" Newburg Sta.
" University Ctr. Sta.
" West Park Station
Clyde
Coldwater
Conneaut
Coshocton
Crestline
Crooksville
Cuyahoga Falls
*Dayton, Main Office
" P.O. Annex
Defiance
Delaware
Delphos
Dennison
Dover
East Liverpool
East Palestine

OHIO (Cont.)

Eaton
Elyria
Fairborn
Findlay
Fostoria
Franklin
Fremont
Galion
Gallipolis
Gambier
Geneva
Georgetown
Girard
Granville
Greenfield
Greenville
Hamilton
Hubbard
Ironton
Jackson
Kent
Kenton
Lancaster
Lebanon
Leetonia
Lima
Logan
London
Lorain
Loudonville
Louisville
McConnelsville
Mansfield
Marietta
Marion
Martins Ferry
Marysville
Massillon
Maumee
Medina
Miamisburg
Middleport
Middletown
Millersburg
Minerva
Montpelier
Mount Gilead
Mount Vernon
Napoleon
Nelsonville
Newark
Newcomerstown
New Concord
New Lexington

OHIO (Cont.)

New London
New Philadelphia
Niles
Norwalk
Oakharbor
Oberlin
Orrville
Ottawa
Oxford
Painesville
Paulding
Perrysburg
Piqua
Pomeroy
Port Clinton
Portsmouth
Ravenna
Salem
Sandusky
Sebring
Shelby
Sidney
Springfield
Steubenville
Struthers
Sylvania
Tiffin
Tipp City
Toledo, Main Office
* " Central Sta.
Troy
Uhrichsville
Upper Sandusky
Urbana
Vandalia
Van Wert
Wadsworth
Wapakoneta
Warren
Washington C.H.
Wauseon
Waverly
Wellston
Westerville
Willard
Willoughby
Wilmington
Woodsfield
Wooster
Worthington
Xenia
Yellow Springs
*Youngstown
Zanesville

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OKLAHOMA (66)

Ada
Altus
Alva
Anadarko
Ardmore
Bartlesville
Blackwell
Bristow
Chandler
Chickasha
Claremore
Clinton
Coalgate
Cordell
Cushing
Drumright
Duncan
Durant
Edmond
Elk City
El Reno
Enid
Eufaula
Frederick
Guthrie
Guymon
Henryetta
Hobart
Holdenville
Hollis
Hugo
Idabel
Kingfisher
Lawton
McAlester
Madill
Mangum
Marietta
Marlow
Miami
Norman
Nowata
Okemah
Okmulgee
Pauls Valley
Pawhuska
Perry
Ponca City
Poteau
Purcell
Sapulpa

OKLAHOMA (Cont.)

Sayre
Seminole
Shawnee
Stillwater
Stilwell
Sulphur
Tahlequah
Tulsa
Vinita
Watonga
Waurika
Weatherford
Wewoka
Woodward
Yukon

OREGON (25)

Albany
Astoria
Baker
Bend
Burns
Coos Bay
Corvallis
Eugene
Grants Pass
Gresham
Hillsboro
Hood River
Klamath Falls
La Grande
Lakeview
McMinnville
Newberg
Ontario
Oregon City
Pendleton
Portland, E. Portland Sta.
" St. Johns Sta.
Salem
The Dalles
Tillamook

PENNSYLVANIA (203)

Aliquippa
Allentown
Altoona
Ambler
Ambridge
Ardmore
Athens
Bala Cynwyd
Bangor
Beaver Falls
Bedford
Bellefonte
Belle Vernon
Berwick
Bethlehem
Bloomsburg
Boyertown
Braddock
Bradford
Bridgeville
Bristol
Brownsville
Bryn Mawr
Burgettstown
Butler
California
Canonsburg
Carbondale
Carlisle
Carnegie
Catasauqua
Chambersburg
Charleroi
Chester
Clairton
Clarion
Clarks Summit
Clearfield
Coatesville
Columbia
Connellsville
Conshohocken
Coraopolis
Corry
Coudersport
Curwensville
Danville
Darby
Donora
Doylestown
Drexel Hill

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PENNSYLVANIA (Cont.)

Du Bois
Duquesne
Easton
East Pittsburgh
East Stroudsburg
Ebensburg
Elizabethtown
Ellwood City
Emporium
Ephrata
Erie, Main Office
Everett
Farrell
Ford City
Franklin
Freeland
Gettysburg
Girard
Greensburg
Greenville
Grove City
Hamburg
Hanover
*Harrisburg
Haverford
Hazelton
Hollidaysburg
Homestead
Honesdale
Huntingdon
Indiana
Irwin
Jeanette
Jenkintown
Jim Thorpe
Johnstown
Kane
Kittanning
Kutztown
Lancaster
Lansdale
Latrobe
Lebanon
Lehighton
Lewisburg
Lewistown
Lititz
Lock Haven
McDonald
McKeesport
McKees Rocks

PENNSYLVANIA (Cont.)

Mahanoy City
Manheim
Masontown
Meadville
Mechanicsburg
Media
Mercer
Mercersburg
Meyersdale
Middletown
Midland
Mifflinburg
Millersburg
Milton
Monessen
Monongahela
Morrisville
Mount Joy
Mount Pleasant
Mount Union
Muncy
Nanticoke
Nazareth
New Brighton
New Castle
New Kensington
Norristown
Nothampton
North East
Northumberland
Oakmount
Oil City
Olyphant
Palmyra
Philadelphia, Main Office
" Station "C"
" Kingsessing Sta.
" North Phila. An.
" Station "O"
" Southwark Sta.
Philipsburg
Phoenixville
*Pittsburgh Main Office
" Blawnox Sta.
" North Side Sta.
" South Hills Br.
" Squirrel Hill Sta.
" Wilkinsburg Branch
Pittston
Plymouth
Pottstown

PENNSYLVANIA (Cont.)

Pottsville
Punxsutawney
Quakertown
*Reading, Main Office
" Wyomissing Branch
Red Lion
Renovo
Ridgway
Roaring Spring
Rochester
Royersford
Saint Marys
Sayre
Schuylkill Haven
Scottsdale
*Scranton, Main Office
" West Scranton Sta.
Selinsgrove
Sellersville
Sewickley
Shamokin
Shenandoah
Somerset
State College
Steelton
Stroudsburg
Sunbury
Swarthmore
Tamaqua
Tarentum
Titusville
Towanda
Tunkhannock
Turtle Creek
Tyrone
Union City
Uniontown
Upper Darby
Vandergrift
Warren
Washington
Wayne
Waynesboro
Waynesburg
Wellsboro
West Chester
*Wilkes-Barre, Main Office
" Kingston Br.
Williamsport
York

* Authority for assignment and reassignment of space vested in G.S.A.

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PUERTO RICO (3)

Mayguez
Ponce
San Juan

RHODE ISLAND (14)

Bristol
East Greenwich
Harrisville
Newport
Pascoag
Pawtucket

Providence, East Prov. Br.
Wakefield, Main Office
" Narragansett Br.
Warren
Warwick
Westerly
West Warwick
Woonsocket

SOUTH CAROLINA (44)

Abbeville
Aiken
Anderson
Bamberg
Batesburg
Beaufort
Bennettsville
Bishopville
Camden
Cheraw
Chester
Chesterfield
Clemson
Clinton
Columbia
Conway
Darlington
Dillon
Easley
Florence
Gaffney
Georgetown
*Greenville
Greenwood
Greer

SOUTH CAROLINA (Cont.)

Hartsville
Kingstree
Lancaster
Laurens
Marion
Mullins
Newberry
Orangeburg
Rock Hill
*Spartanburg, Main Office
* " Parcel Post An.
Summerville
Sumter
Union
Walterboro
Ware Shoals
Winnsboro
Woodruff
York

SOUTH DAKOTA (27)

Belle Fourche
Beresford
Brookings
Chamberlain
Custer
Deadwood
Flandreau
Gregory
Hot Springs
Huron
Lead
Lemmon
Madison
Milbank
Mitchell
Mobridge
Pierre
Rapid City
Redfield
Sioux Falls
Spearfish
Sturgis
Vermillion
Watertown
Webster
Winner
Yankton

TENNESSEE (69)

Athens
Bolivar
Bristol
Brownsville
Camden
Clarksville
Cleveland
Clinton
Cookeville
Covington
Crossville
Dayton
Decherd
Dickson
Dresden
Dyersburg
Elizabethton
Erwin
Fayetteville
Franklin
Gallatin
Gleason
Greeneville
Harriman
Humbolt
Huntingdon
Jackson
Jefferson City
Jellico
Johnson City
*Knoxville
LaFollette
Lawrenceburg
Lebanon
Lenoir City
Lewisburg
Lexington
Livingston
McKenzie
McMinnville
Manchester
Martin
Maryville
*Memphis, Main Office
" DeSoto Sta.
Milan
Morristown
Mount Pleasant
Murfreesboro
Nashville

* Authority for assignment and reassignment of space vested in G.S.A.

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TENNESSEE (Cont.)

Newport
Old Hickory
Paris
Pulaski
Ripley
Rockwood
Rogersville
Savannah
Sevierville
Shelbyville
South Pittsburg
Sparta
Springfield
Sweetwater
Trenton
Tullahoma
Union City
Waverly
Winchester

TEXAS (155)

Abilene
Alice
Alpine
Alvin
Anson
Arlington
Athens
Atlanta
Austin, Main Office
" Annex
Ballinger
Bay City
Baytown, Main Office
" Station "A"
Beeville
Belton
Big Spring
Bonham
Borger
Bowie
Brady
Breckenridge
Brenham
Brownfield
Brownsville
Brownwood
Bryan
Caldwell
Cameron
Canyon
Center

TEXAS (Cont.)

Childress
Cisco
Clarksville
Cleburne
Clifton
Coleman
College Station
Colorado City
Comanche
Commerce
Conroe
Cooper
Corpus Christi
Corsicana
Crockett
Cuero
Dalhart
Decatur
Del Rio
Denison
Denton
Eagle Pass
Eastland
Edinburg
El Campo
Electra
Elgin
El Paso
Ennis
Farmersville
Fort Worth
Fredericksburg
Gatesville
Georgetown
Giddings
Gilmer
Gladewater
Gonzales
Graham
Greenville
Groesbeck
Hamilton
Harlingen
Hearne
Henderson
Hereford
Hillsboro
Honey Grove
*Houston, Main Office
" Parcel Post Sta.
Huntsville
Jacksonville
Jasper

TEXAS (Cont.)

Jefferson
Kaufman
Kenedy
Kerrville
Kilgore
Kingsville
La Grange
Lamesa
Lampasas
Liberty
Linden
Littlefield
Livingston
Lockhart
Longview
Lufkin
Luling
Marlin
Marshall
Mart
Memphis
Mexia
Midland
Mineola
Mission
Mount Pleasant
Nacogdoches
Navasota
New Braunfels
Nocona
Odessa
Palestine
Pampa
Paris
Pasadena
Pecos
Pittsburg
Plainview
Quanah
Ranger
Robstown
Rockdale
Rosenberg
Rusk
San Angelo
San Benito
Seguin
Seymour
Shamrock
Sherman
Smithville
Stamford
Stephenville

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* Authority for assignment and reassignment of space vested in G.S.A.

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TEXAS (Cont.)

Sulphur Springs
Sweetwater
Taylor
Teague
Temple
Texas City
Trinity
Tyler
Uvalde
Vernon
Victoria
*Waco
Waxahachie
Weatherford
Wellington
Wharton
Wichita Falls
Yoakum

UTAH (18)

Beaver
Bingham Canyon
Brigham City
Cedar City
Eureka
Helper
Logan
Nephi
Park City
Price
Provo
Richfield
Salt Lake City, Sugar House Sta.
Spanish Fork
Springville
Saint George
Toole
Vernal

VERMONT (13)

Barre
Bellows Falls
Bennington
Brattleboro
Middlebury
Montpelier
Northfield
Rutland
Saint Johnsbury
Springfield
White River Junction
Windsor
Woodstock

VIRGINIA (68)

*Alexandria
Alta Vista
Applachia
Arlington
Ashland
Bassett
Bedford
Berryville
Big Stone Gap
Blacksburg
Blackstone
Bluefield
Bristol
Buena Vista
Cape Charles
Charlottesville
Chatham
Christiansburg
Clifton Forge
Covington
Culpeper
Danville
Emporia
Farmville
Franklin
Fredericksburg
Front Royal
Galax
Hampton, Main Office
" Phoebus Station
Harrisonburg
Hopewell
Leesburg
Lexington
Luray
*Lynchburg
Manassas
Marion
Martinsville
Newport News
*Norfolk
Norton
Onancock
Orange
Petersburg
Portsmouth
Pulaski
Radford
*Richmond, Main Office
* " Parcel Post
" Saunders Sta.
" Southside "
*Roanoke
Rockymount
Salem

VIRGINIA (Cont.)

Smithfield
South Boston
Staunton
Strasburg
Stuart
Suffolk
Tazewell
Virginia Beach
Warrenton
West Point
Winchester
Woodstock
Wytheville

VIRGIN ISLANDS (2)

Charlotte Amalie
Christiansted

* Authority for assignment and reassignment of space vested in G.S.A. -*

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WASHINGTON (46)	WEST VIRGINIA (43)	WISCONSIN (80)
Aberdeen	Alderson	Antigo
Anacortes	Beckley	Appleton
Auburn	Buckhannon	Ashland
Bellingham	Charleston	Baraboo
Bremerton	Charlestown	Beaver Dam
Camas	Clarksburg	Beloit
Centralia	Elkins	Berlin
Chehalis	Fairmont	Black River Falls
Clarkston	Fayetteville	Burlington
Colfax	Grafton	Chilton
Colville	Hinton	Chippewa Falls
Ellensburg	*Huntington	Clintonville
*Everett	Kenova	Columbus
Hoquiam	Keyser	Delavan
Kelso	Lewisburg	De Pere
Kent	Logan	Eau Claire
Longview	Mannington	Edgerton
Lynden	Marlinton	Elkhorn
Montesano	Martinsburg	Fond du Lac
Mount Vernon	Montgomery	Fort Atkinson
Okanogan	Morgantown	Hartford
Olympia	Moundsville	Hayward
Omak	Mount Hope	Hudson
Pasco	New Martinsville	Janesville
Port Angeles	Oak Hill	Jefferson
Port Townsend	Philippi	Kaukanna
Prosser	Point Pleasant	Kenosha
Pullman	Princeton	Kewaunee
Puyallup	Richwood	La Crosse
Raymond	Ripley	Ladysmith
Renton	Saint Albans	Lake Geneva
Richland	Saint Marys	Lancaster
Seattle, Main Office	Salem	*Madison
" University Sta.	Sistersville	Manitowoc
Sedro Woolley	Spencer	Marshfield
Shelton	Webster Springs	Mayville
Snohomish	Weirton, Main Office	Medford
*Spokane	" Cove Station	Menasha
Sunnyside	Welch	Menomonie
*Tacoma	Wellsburg	Merrill
Toppenish	Weston	Milwaukee, Shorewood Branch
Vancouver	Wheeling	" Upper Third Street Branch
Walla Walla	Williamson	" West Allis Branch
Wenatchee, Main Office		Mineral Point
" P. O. Annex		Monroe
*Yakima		Neenah

* Authority for assignment and reassignment of space vested in G.S.A.

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WISCONSIN (Cont.)

Neillsville
Oconomowoc
Oconto
Oshkosh
Park Falls
Platteville
Plymouth
Portage
Port Washington
Prairie du Chien
Racine
Reedsburg
Rhinelander
Rice Lake
Richland Center
Ripon
Shawano
Sheboygan
South Milwaukee
Sparta
Stevens Point
Stoughton
Sturgeon Bay
Tomah
Two Rivers
Viroqua
Watertown
Waukesha
Waupaca
Waupun
Wausau
West Bend
Whitewater
Wisconsin Rapids

WYOMING (24)

Basin
Buffalo
Casper
Cheyenne
Cody
Douglas
Evanston
Gillette
Green River
Greybull
Kemmerer
Lander
Laramie
Newcastle
Powell
Rawlins
Riverton
Rock Springs
Sheridan
Thermopolis
Torrington
Wheatland
Worland
Yellowstone Park

* Authority for assignment and reassignment of space vested in G.S.A. -*

6441.7 - Space in Buildings Under Control of Forest Service

6441.71 - Forest Service Space Acquisition and Utilization

1. Scope. This includes Government-owned buildings and space acquired by lease under custody of the Forest Service at locations outside of the 126 urban areas listed above and which are wholly or predominantly utilized for the special purposes of the Forest Service and are not generally suitable for the use of other agencies. This does not include acquisition of administrative sites. For procedures governing purchase of administrative sites, see FSH 5420.

2. Policy. It is the policy of the Forest Service to acquire and use space in the most efficient and economical manner possible for effective administration of Forest Service programs. In order to carry out this policy, each region and station will comply with Forest Service space utilization standards and guidelines.

6441.72 - Space Leased by Forest Service

1. Scope. The procedures outlined below are applicable to space acquisition under lease contracts, except those space acquisitions where no definite space is to be acquired, such as: (1) in-and-out

(Continued on next printed page)

storage, for example, garage service contracts; (2) commodity storage where services incident to the handling of the commodities are required to be performed by warehousemen and warehouse receipts are issued; and (3) garage storage for one or two cars. In these cases the provisions of FSH 6310 relating to service contracts will apply, rather than the leasing procedure.

2. General Requirements

a. Survey of Available Space. Prior to taking leasing action, a thorough investigation should be made to determine whether suitable space is available in Federal buildings, or available from other agencies by transfer, lease, or assignment, or can be obtained rent free.

The local postmaster should be contacted to ascertain whether there is available space in the post office. If none is available, a statement to that effect must be obtained. If space is available, steps will be taken to have it assigned.

b. Preliminary Acquisition Authority. Regions and stations may acquire leased property in accordance with the delegation of authority outlined in FSM 6440.24. GSA must be contacted by means of SF-81, Request for Space, for permission to acquire space under delegated authority except for (1) general-purpose space of 2,500 square feet or less located within geographical area of unit's delegated authority; and (2) special purpose space of 2,500 square feet or less irrespective of geographical location.

c. Leasing by GSA. Even though agencies are authorized to acquire either general-purpose or special-purpose space, they may request GSA to perform the leasing functions and related functions in specific instances.

3. Bid Invitations. Because of the complexities of leasing transactions, the solicitation of competitive bids in connection with leases must necessarily be made considerably in advance but, unless there is special justification, should not be more than 75 days before the effective date of lease.

Bid invitations, upon which leases are to be based, will be prepared with great care. Leases cannot contain provisions which are not included in the bid, and it is therefore necessary to make certain when the invitation is prepared that all requirements desired in the lease, such as heat, light, and renewal or termination of lease, are included in the invitation. * * *

a. Items To Be Included. See item 10 under this code for reference clauses.

(1) Acceptable area for location of building or premises.

(2) Minimum requirements as to character, number of rooms required, and total amount of required space.

(3) Special services desired, such as heat, light, gas, power, janitor service, laundry service, and elevator service. Prospective bidders will be requested to indicate which of such services they intend to supply.

(4) Statement of requirements, justifying any special conditions, such as location, exposure, laboratory facilities, or adjacent ground for experimental purposes.

Note: Special bid requirements often restrict competition; hence such requirements are not to be included unless there is real and adequate justification.

(5) Time limit for receipt of bids.

(6) Requirement that successful bidder execute a formal lease if the total consideration to be paid by the Government exceeds $100.

(7) Period of proposed occupancy, including an informative approximate date of beginning of occupancy and the date of termination, together with the desired renewal option, if any. As it is customary to renew on 30 days' notice in writing to the lessor, the fact that the notice of renewal shall be computed from the date of mailing should be stated in the specifications.

* * * * *

*-(8)-*That the successful bidder will be required to establish the fair market value of his property if the rental rate exceeds $2,000 per annum, and to evaluate the cost of services which he proposes to furnish as a part of the rental consideration.

(10) Nondiscrimination provisions.

Specifications and invitations to bid will be (1) sent to a sufficient number of prospective bidders to insure the development of the lowest available price for suitable premises, (2) posted in public places, (3) advertised in newspapers if necessary to secure adequate coverage.

4. Competition. Leasing is subject to the requirement of section *-302(c), title III of the Federal Property and Administrative Services Act of 1949, as amended.-*

a. Open-Market Limitation. The same rules and regulations regarding the solicitation of competition through proper advertising apply to leases as to procurement of supplies or services. Bids must be solicited where the annual rental exceeds *-$2,500.-* Where annual rental rate is under *-$2,500,-* lease agreement may be executed without regard to competition, but in such cases before leasing, a canvass should be made to ascertain that the rental rate is the lowest obtainable for suitable space.

b. Emergencies or Noncompetition. In emergencies, space may be leased without competition but only for such period of time as is necessary to permit formal competition.

If competition is precluded by the nature of the occupancy such as a legitimate requirement that land or buildings be located at a specific point and there are no other suitable facilities available at that point, or after a survey is made that conditions for experimental use make it mandatory that a particular site be acquired, competition is not necessary. Justification statement outlining the facts must be filed with original lease.

5. Maximum Rental

a. Original Leases. The annual rental rate for any building or part of a building (less the actual cost of services furnished by the lessor under the lease), if more than $2,000, must not exceed 15 percent of the fair market value of the premises at the date of the lease.

b. Rental and Alterations Limitation Under Section 322 of Economy Act of 1932, as Amended (40 U.S.C. 278a). The text of the proviso is as follows:

After June 30, 1932, no appropriation shall be obligated or expended for the rent of any building or part of a building to be occupied for Government purposes at a rental in excess of 15 per centum of the fair market value of the rented premises at date of the lease under which the premises are to be occupied by the Government nor for alterations, improvements, and repairs of rented premises in excess of 25 per centum of the amount of the rent for the first year of the rental term, or for the rental term if less than one year; Provided, That the provisions of this section shall not apply to leases made prior to June 30, 1932, except when renewals thereof are made after such date, nor to leases of premises in foreign countries for the foreign services of the United States: Provided further, That the provisions of this section as applicable to rentals shall apply only where the rental to be paid shall exceed $2,000 per annum.

(1) Rental Limitation Interpretation. The rental rate to which the limitation is to be applied is determined by deducting from the rental stated under the lease the actual cost of services furnished by the lessor for the space occupied under the lease. It is not necessary to obtain revised fair market value evidence to support a renewal at the same rental as under the original lease but if the rental under the original lease is increased by renewal or other mandatory action and the existing statement will not support the new rental, a new determination must be made as of the date of the amendatory action.

(2) Alteration, Repair, and Improvement Limitation Interpretation. When premises under lease are occupied for a fraction of year, that fraction (4/12, 6/12, etc.,) shall be applied to 25 percent of the total rental paid, to determine the amount expendable for repairs, alterations, and improvements during the fractional year. If the lease is renewed under provisions of the lease, extending occupancy beyond the fractional period, 25 percent of the rental paid for the first 12 months including the fractional period may be spent and is available for repairs, alterations, and improvements during the entire term of the lease. By interpretation where property is occupied at nominal or free rental, expenditures for the nominal rent and for repairs, alterations, or improvements, if permitted by the

terms of a properly executed instrument, may be made up to, but not exceeding, $2,000 *-per year. Expenditures in excess of $2,000 per year may be made if the entire cost of the alterations plus nominal rental does not exceed 15 percent of the fair market value of the premises.-*

The limitation is applicable only to permanent improvements, therefore temporary improvements, that is, those which can be removed in substantially the same form without destruction, may be made without regard to the expenditure limitation. For example: a permanent type partition would be subject to the limitation but a partition made of movable panels would not.

Also, alterations or improvements, permanent or temporary, made to accommmodate special uses, such as laboratory installations, are not subject to the limitation.

(3) General Services Administration Authority. Under section 210.(a)(8) of the Federal Property and Administrative Services Act of 1949, as amended, the GSA can waive the alteration, repair, and improvement limitation in certain cases.

* * * * *

6. Fair Market Value Statement. When the annual rental rate exceeds $2,000, a statement shall be furnished showing that the annual rental does not exceed 15 percent of the fair market value of the premises occupied. In determining the fair market value, the following sources of information are suggested:

a. Latest tax assessment and ratio of assessment to fair market value.

b. If tax assessment is not obtainable or obviously does not reflect the current market value, thereby rendering its use impracticable as a means of determining the current fair market value, other methods of determining the fair market value may be used, such as:

(1) Estimate based upon consultation with real estate agents, officers of building and loan associations, banks, fire insurance agents, etc. If this type of evidence is used, several estimates should be obtained.

(2) Amount paid for construction of the building with subsequent improvements, with amount representing depreciation deducted.

(3) Estimated cost of constructing a similar building.

(4) Price paid for a comparable nearby building of a fairly recent date.

c. Failure to use the tax assessment value as a basis for determining the fair market value must be explained and justified by data from the above or other sources, demonstrating conclusively that the proposed rental meets the requirements of the Economy Act (40 U.S.C. 278a).

d. In determining the fair market value of leased premises, the value of services (such as light, heat, janitor, or elevator services) furnished as a part of the rental consideration may be deducted from the rental proper in order to determine the net amount being expended under the lease for rental of the bare premises, devoid of the cost of services.

e. If the lease covers only a portion of the building the appraisal, starting with the value of the building, will take into account the relation of the space rented to the total available space in the building, with allowance for actual differentials in the scale of rentals depending upon location in different stories, front or back of building, etc.

f. The statement of fair market value will be prepared in accordance with the following form and signed by the local officer charged with the duty of obtaining competition of leases. Evidence of fair market value of premises must not be limited to statements of the owners or their agents, as these may be mere conclusions without supporting facts. Showings must be checked and verified by those acting for the Government and supplemented to the extent necessary to establish the rental to be within the 15 percent of fair market value. (Comp.Gen. Dec. A-43783 and A-44867.)

Fair Market Value Statement on
_____ Building

1.	Assessed value of building	$ _____
2.	Real estate in _____ is assessed at approximately _____% of its value, therefore fair market value of buildings is.....	$ _____
3.	Area of rental space in building	_____ sq. ft.
4.	Area occupied by Forest Service	_____ sq. ft.
5.	Percentage occupied by Forest Service.....	_____ %
6.	Fair market value of portion occupied by Forest Service.....	$ _____
7.	15% of $_____ (Item 6).....	$ _____
8.	Rental paid by Forest Service per annum (less cost of heat, light, water, and other services if furnished by lessor as part of rental consideration, certified as _____ per square foot per annum)	$ _____
9.	NET RENTAL (less above services)	$ _____

7. Preparation and Execution of Leases

a. Formal and Informal Leases and Agreements. *-Formal lease, prepared on Standard Form 2, Revised, Real Estate Lease, must be executed when the Government is the lessee of real property, unless the term of lease does not exceed 1 year and the total rental does not exceed $2,000. For leases having an annual rental of between $100 and $2,000, Form AD-223, Lease for Real Property (Short Form), may be used. If the annual rental is less than $100, an informal agreement may be used. However, a succession of informal agreements must not be executed during the same fiscal year to avoid the use of the Standard or Department Forms.

b. Attaching Accepted Bid. In order to ensure that all rights afforded to the Government in the accepted bid are included in the formal lease, the accepted bid shall be attached to and made a part of the formal lease. A conformed copy of the accepted bid shall be attached to each copy of the lease.-*

*-c.-*Authority To Prepare and Execute Leases. Delegation of authority to prepare and execute leases is outlined in FSM 6440.24. A lease is a legal document, and questions regarding legal interpretation of such contracts shall be referred to the General Counsel.

The Washington Office should be contacted concerning proposed leasing actions for Regional or Station headquarters prior to any commitments or negotiations.

*-d.-*Authority of Lessor. A lease executed by anyone other than the actual owner of the property must be accompanied by evidence of authority to sign. This should take the form of a power of attorney in the case of an agent, or as evidence of an officer authorized to sign corporate instruments in the case of a corporation, administrator or executor, estate or trust. In exceptional cases where it is impracticable or impossible to secure the customary evidence, the Forest Service official with knowledge of the facts should execute a certificate that he has satisfied himself that the officer of the corporation or the agent acting on behalf of the principal is properly authorized to make such a commitment.

*-e. Termination. A lease shall not exceed 1 year nor extend beyond June 30. See item 8 for renewal.

f. Right of Government To Terminate.-* There should be no provision in any bid or lease reserving the right of the Government to terminate a lease within the lease period unless it is anticipated that the premises will not be required during the full term for which the lease is acquired. The contracting officer should see that lessee is complying with the terms of the lease and should apply the appropriate clause outlined in SF-32, General Provisions, in taking corrective action.

*-g.-*Assignment of Contract Numbers. For instructions relative to assigning contract numbers and filing for audit by GAO, see FSH 6540.

*-h. Leases With Government Employees. No lease shall be entered into for the rental of premises owned by an employee of the Federal Government except when all of the following conditions have been met:

(1) It has been determined that the activity must be located in the particular city or town.-*

*-(2) Formal advertising, including distributions of invitations to bid to all possible sources of supply, reveals no other suitable premises are available.

(3) The Government's contracting officer has no interest directly or indirectly in the premises.

(4) The transaction is approved by the Washington Office.-*

8. Renewal of Leases

a. General. Renewals can be made only when lease contains a renewal clause, and must be made in accordance with all the terms and conditions of the original lease.

Renewal provisions will not ordinarily provide for renewals for longer periods than 5 years. Conditions change and it is not ordinarily good policy to make long-term leases.

Where valid option to renew exists, it is not necessary to obtain competition prior to issuing the notice of renewal; however, it should be determined that cheaper suitable premises are not available prior to taking renewal action. When there is no option to renew the lease, the lease may be extended from year to year under a decision of the Comptroller General (16 Comp. Gen. 931) if informal competition is obtained each year showing that the continued occupancy of the premises is to the advantage of the Government. An additional renewal option cannot be obtained in a renewal agreement unless there is formal competition, or except where the nature of the occupancy precludes other competition.

b. Prerenewal Canvass. Prior to renewal a *-canvass should be made, using Form AD-258, Prerenewal Canvass Statement, to determine whether satisfactory quarters can be obtained elsewhere or from the present lessor at lower cost. If the canvass-* shows that a lower rental, including cost of moving from present quarters, could probably be obtained, new bids should be solicited and a new lease prepared if satisfactory bids are received.

Except in cases where a longer period of notice is required than the customary 30 days, each office should begin its prerenewal canvass action on, or shortly subsequent to, April 15 of each year. Thus the quotations received under the canvass will be current when the necessary renewal instruments are processed.

c. Renewal Authority. Request for clearance of lease must be obtained for all renewals, with the same exceptions as for original leases, and must be obtained before the renewal notice is sent to the lessor. Since it is customary to give the lessor notice of renewal at least 30 days prior to the expiration date, SF-81, Request for Space, should be prepared and submitted to GSA about 2 months prior to expiration date in order to ensure its approval prior to the time limit for transmitting renewal notice as stipulated in the lease.

d. Renewal by Agreement. *- Where there is no further option to renew the lease, the lease may be extended from year to year under a decision of the Comptroller General (16 Comp. Gen. 931), if informal competition is obtained each year showing that the continued occupancy of the premises is to the advantage of the Government. Record of informal competition should be made on form AD-258 and retained as part of the file. Any change in the terms of the lease may be made in the renewal agreement if justified by the competition except that an additional renewal option cannot be obtained in a renewal agreement unless there is formal competition, or except where the nature of the occupancy precludes other competition. -*

In support of leases renewed by agreement, the following or similar language should be employed:

> In accordance with the date contained on the attached prerenewal canvass statement, it has been administratively determined that continued occupancy of the premises covered by lease No. ___ will not be detrimental to the Government and that, in fact, such continued occupancy will be to the best interest of the Government. Lease No. ___ is, therefore, renewed for the period beginning July 1, 19___, and ending June 30, 19___, under the terms of the Comptroller General's Decision, 16 Comp. Gen. 931.

e. Leases (or Renewals) Prior to Passage of Appropriation Act. Leases that contain renewal clauses, necessitating the sending of renewal notices to lessors within a specified number of days (ordinarily 30) prior to the expiration date, should include the following postscript:

> Renewal of this lease is conditioned upon passage of an appropriation by Congress from which expenditures thereunder may be made and shall not obligate the United States upon failure of Congress to so appropriate.

A similar clause should be placed in bid invitations for leases which are solicited in advance of passage of the appropriation act, and in any lease executed prior to the passage.

f. Procedure for Renewal Agreements. After preparation, the proposed agreements will be presented for signature of the lessor. At least two copies will be signed by the lessor. Evidence of authority for the person signing on behalf of the lessor will be presented, as prescribed above. After execution on behalf of the Government, a completely executed copy will be forwarded to the lessor.

9. Change, Transfer, and Termination of Leases

a. Changing Terms of Leases. *-Leases may be amended to provide for the increase or decrease of space or to change the terms, provided that the changed terms are not to the detriment of the Government. When additional space is to be acquired, the additional area should not exceed 50 percent of the amount of space covered by the original lease or the amount of space last covered by a formal or informal solicitation.-*

b. Transfer of Leases. Regions and Stations may transfer leases executed within their delegated authority to another agency or to another Department by agreement with the agencies concerned. An exchange of correspondence or an informal agreement is all that is required, unless use is restricted to the agency holding the lease, in which case the lessor's consent is required.

c. Termination of Leases. Leases determined to be excess shall be reported to the appropriate regional office of the GSA at least 60 calendar days prior to the date on which notice or cancellation is required by the terms of the lease under which the property is occupied.

(1) Exemptions. Reports are not required on: leasehold interests in office, file, storage, and similar space when (1) the total space leased does not exceed 2,500 square feet, or (2) when such lease is subject to cancellation by the lessor within 9 months, or (3) when the remaining term, including renewal rights, will provide for less than 9 months of occupancy by the Government after the date the lease is determined to be excess. Excess leasehold interests which do not include Government-owned improvements when (1) such lease is subject to cancellation by the lessor in 9 months, or (2) the remaining term including renewal rights provides for less than 9 months of

occupancy after the date the lease is determined to be excess, or (3) the terms of lease preclude transfer or use by another Government agency.

No termination action for leases in the exempt categories shall be taken until other Department agencies in the vicinity have indicated they do not need the property.

(2) Screening. Excess leases will be screened by GSA against the known needs of the Government where the best interests of the Government may be served thereby.

(3) Disposal of Screened Real Property. Upon advice from GSA that no Government agency requires the space, the holding agency is designated as the disposal agency and the lease may be terminated in accordance with the termination provisions in the lease.

10. Reference Clauses for Bid Invitations and Leases. The following clauses are not applicable to all bid invitations for quarters, but, with such modifications as are needed to fit local conditions, they should be used to the greatest practicable extent.

Office Space (City and State). Approximately _____ square feet of space, to be suitable for modern offices, with natural light and ventilation adequate for normal office purposes. Space to be in a modern semifireproof or fireproof building for occupancy on approximately _____ (insert date).

Location of Space. To be located in a Class A (first-class) office building in the business section of _____, preferably in the area
City
bounded by _____ Streets;

or

To be in a building located out of the congested business area, and in a section of _____
City
affording minimum noise, and maximum parking space for official cars and trucks.

Arrangement of Rooms. All rooms to be located on the same floor and to be adjoining or adjacent and to be divided into approximately _____ rooms as follows:

(List rooms individually by approximate areas.)

Description of Offices. Each room shall have clean walls, floors, ceilings, and woodwork, and shall have adequate area to make artificial light unnecessary in normal daylight. All windows will be equipped with venetian blinds or clean shades that are not torn, soiled, or faded. The office shall be equipped with suitable electrical fixtures for artificial illumination to provide adequate light at desk height in all portions of the office space.

Inspection of Offices. Since the lease shall cover the net usable space, exclusive of stairways, corridors, toilets, etc., the bidder shall attach to the bid a floor plan indicating thereon the inside dimensions of each room, room numbers (if numbered), the floor upon which the space is located, and the location of windows. The total inside area shown on the floor plan must

(Continued on next printed page)

correspond with the total space offered. Bidder to allow full inspection of rooms offered before acceptance of bid. Bidder to state hereon a comprehensive description of the space which is offered and of the building in which space is located, setting forth the name and street address of the building, type of construction, and any special features not required by these specifications, such as free use of storage space, vaults, etc.

Facilities Required. Facilities for adequate heating and lighting, sufficient outlets for operation of office machines and equipment; toilet facilities for both men and women; facilities for running water; passenger elevator service, if space is located above the third floor.

Water. Water will be furnished by the successful bidder. Ice water will be supplied for drinking purposes either by inverted bottle type or electric cooler in one of the rooms to be leased under this bid, or by fountain in corridor on the same floor.

Facilities Desired. The following facilities are desired and the bidder will indicate what services will be furnished by writing "yes" or "no" after each, along with any necessary comments:

Heat, at least 72° F. when outside temperature is 65° F. or less _____
Electric current _____
Janitor and char service _____
Cold running water _____
Hot running water _____
Shades or awnings for windows subject to direct sunlight _____
Soap and towel service _____
Electric bulbs (initial supply and replacement thereof) _____
Drinking water _____
Suitable floor covering (for example, linoleum, asphalt, tile, carpet: indicate type _____)
Window washing service (at least quarterly) _____

Services to be furnished will be taken into consideration in making an award.

Partitions, *-Painting-*, Etc. In the initial preparation of the space prior to occupancy, the bidder will be required *-to paint premises before occupancy and every 3 years thereafter, and-* to erect or take out partitions and install electrical convenience outlets *-where needed-* without additional cost to the Government. *-Bidder will indicate changes he will make in fulfilling the requirements of these specifications.-*

Space Adjustment. The Government shall have the right to readjust and set forth in the renewal notice the amount of space required for its needs and to be occupied by it during the ensuing fiscal year, provided that the rate of rental for the readjusted space shall be in proportion to the amount of rental based upon the amount of original space herein specified.

Term of Lease. The successful bidder shall enter into a formal lease prepared on SF-2 covering the period from the date of occupancy to June 30, _____ (insert year).

Renewal of Lease. The Government shall have the right to renew any lease resulting from this bid from year to year until June 30, _____, generally for a 5-year period, under the same terms and conditions as the original lease; provided notice be given in writing to the lessor at least 30 calendar days before the lease or any renewal thereof would otherwise expire; provided that notice shall be computed from the date of mailing.

Note: If a preliminary check discloses that prospective bidders are unwilling to renew annually for the usual 5-year period, it will be satisfactory to add the following provision to the above renewal clause.

Provided further: If the bidder is unwilling to renew for the above period, he shall indicate that no renewal of the resulting lease shall extend the period of occupancy of the premises beyond June 30, _____.

Rental Payments. Payment for all space and all service under this contract shall be made *-either-* monthly, *-quarterly, or semiannually for-*occupancy and service, *-at the end of the period designated.-*

Property Ownership. If ownership of the property in which the space is located is held by other than the person signing the bid, adequate formal evidence of authority for the bidder to act for the principal and absolute identity of the principal must be furnished by the bidder, upon request of the contracting officer. Section 143(b) of the Revenue Act of 1936, as amended (49 Stat. 1701), provides for withholding of taxes at the source when making payment to a nonresident alien. If the bidder is an alien and not a resident of the United States, such fact must be stated below, indicating the country within which he resides:

_____

The successful bidder agrees to comply with all codes and ordinances relating to the operation of office buildings in the city and State of _____.

Fair Market Value. (To be included only where rental rate exceeds $2,000 per annum.) For purposes of ascertaining the fair market value of the space to be rented, bidder will show in the space provided below the latest value of the building as shown on tax assessor's records; and the total square feet of usable (rentable) floor space in the building; assessed value $ _____, total usable floor space _____ square feet. Also bidder will indicate what portion of the annual rental rate covers the cost of special services included in the bid such as heat, light, janitor, elevator service, etc., as distinguished from annual rental rate of space to be occupied: Annual

rental rate for service $_____, annual rental rate space $ _____.

Nondiscrimination in Employment and Covenant Against Contingent Fees. The bid and lease will include provisions regarding nondiscrimination in employment and covenant regarding contingent or other fees (FSH 6322).

Termination Notice

City _____
Date _____

Dear Sir:

Reference is made to formal lease No. ____, dated _____, covering the following described premises:

(Copy description of leased property as given in lease.)

Inasmuch as there will be no further need for these premises after _____(or the expiration of the present lease term), you are respectfully advised that this lease will be terminated as of _____.

Very truly yours,

_____

Notice of Lease Renewal

City_____
Date _____

Dear Sir:

You are advised that under the terms of an option conferred by lease No. _____ dated _____, the conditions and provisions of which provide for this notice and the leasing by you to the United States of America of the following described premises:

(Copy description of leased property as given in lease.)

for the period commencing _____, and ending _____, subject to renewal thereafter, I hereby extend all the conditions and provisions of said lease to cover the period beginning July 1, _____, and ending June 30, _____, inclusive.

The considerations, acts, promises, agreements, and provisions to be executed and performed by each party to the said lease as originally provided therein, shall remain in full force and effect for the said extended period.

Very truly yours,

_____

11. Alterations, Improvements, and Repair of Leased Space

a. Substantial Rental. The 25 percent alterations and improvements limitation provision of section 322 of the Economy Act of June 30, 1932, as amended, is applicable only where the Government is to pay direct for the alterations and improvements, so that where a lessor makes alterations and improvements, including installation of air-conditioning units, not otherwise required to be made under the lease, such lease may be amended to provide for payment of increased rental on the basis of the cost of the work performed, provided the 15 percent fair-market-value rental limitation of section 322 is not exceeded (30 Comp. Gen. 58). (See also item 5.)

b. Nominal or Free Rental. In meritorious cases, a waiver of this limitation may be granted by the Chief, Office of Plant and Operations (item 5).

c. Privately Owned. Care should be taken to see that work will not constitute a permanent improvement such as was discussed in 15 Comptroller General 51, in which it was stated:

> . . . appropriated funds may not be used for permanent improvements to private property occupied by an agency of the United States . . . such as would enhance the value of the property and accrue to the lessor at the termination of the lease.

d. Contract Provisions. Contracts for alterations or repair of buildings leased to the Government for public purposes are contracts for the alteration or repair of public buildings (17 Comp. Gen. 283). These contracts should, therefore, contain the same contract provisions as if the building were owned by the Government.

12. Transfer of Leases. Leases may be transferred from one agency to another, by agreement between the two agencies concerned. An exchange of correspondence or an informal agreement is all that is required unless the use is restricted to the agency holding the lease, in which case the consent of the lessor is also required. In any event, the lessor should be notified of the effective date of the transfer for payment purposes. Leases may also be transferred from one Department to another, except that when excess leaseholds are reportable to General Services Administration the requests for transfer should be sent to General Services Administration.

13. Documentation. All actions of contracting officer shall be fully documented to justify the action taken.

-6441.73 - National Shelter Program. A presidentially approved national shelter program provides for a survey of public and private structures throughout the United States to determine suitability for use as public fallout shelters. The Department of Defense has developed criteria which provides, among other items, that public shelter space must provide housing for 50 or more persons at the per person rate of at least ten square feet plus one cubic foot of supply storage space. Also, the shelter area must be, or capable of being improved to give a radiation protection factor of at least 100.-

*-6441.73a - Policy. Upon request, authority will be granted the local government civil defense agency to designate, mark, and stock fallout shelters in Government-owned or -leased buildings found to be suitable for use under criteria developed by the Department of Defense.

Permission shall not be granted to use areas determined not to be available for public access for security or other fully justified reasons.

6441.73b - Delegation of Authority. The authority will be granted on a form designated "Fallout Shelter or Privilege" when presented by the local civil defense agency. Authority to sign the form as "Grantor" is delegated to the following:

Chief, division of operation.

Chief, Station management (with authority to redelegate to officers in charge of buildings).

Forest Supervisor.

District Ranger.-*

6441.8 - Long-Term Leasing. The General Services Administration has authority to enter into a lease up to 20 years. Requests for leases in excess of 1 year must have Department approval. Requests shall be sent to the Washington Office, in duplicate, with the following information:

1. Rental conditions in area.

2. Condition of existing quarters.

3. Population of city.

4. Availability of suitable quarters and location under:

   a. Long-term lease.

   b. One-year lease.

5. Interest of local firms in construction-lease arrangements.

6. Name of each Federal agency in the immediate area and its respective space needs.

7. Attitude of General Services Administration toward long-term leasing in the area.

8. Findings of the State administrative committee.

Approved cases will be referred back to the Region for direct negotiation with General Services Administration. When General Services Administration contracts for space, it will remain under General Services Administration control and be handled on a reimbursable basis.

6442 - EXCESS AND SURPLUS REAL PROPERTY

6442.1 - *-Policy on-* Utilizing and Reporting Excess Real Property

6442.11 - *-Policy and Exemptions

1. Definition of Excess Real Property. Excess real property is defined as any real property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, except National-Forest lands, including lands reserved or dedicated from the public domain for National Forest purposes, which are excluded from the definition of excess real property in the Federal Property and Administrative Services Act of 1949, as amended, and which may not be disposed of under excess or surplus property regulations. Improvements, fixtures, or appurtenances, but not buildings, severed from such lands may be disposed of as excess personal property.-*

It will be noted that property not needed by a particular Government agency is designated as excess property. It does not become surplus until it has been determined that all agencies of the Government no longer need the property. Property no longer needed by the agency is excess property only if it cannot be used advantageously. In order to salvage materials or component parts, it is not necessary to declare property excess, but such action should be taken only to meet foreseeable needs. Units should not retain for salvage structures or improvements because of needs which it is thought will arise in the indefinite future; nor should improvements be only partially salvaged and left to deteriorate or become eyesores.

In determining excess under this interpretation, units should always evaluate program needs against possible return to the Government. For example, where a building and land are to be reported excess, it would be undesirable in most cases to remove the plumbing and heating fixtures, for that would reduce the return to the Government far more than the value which would accrue to the holding unit.

*-2.-*Policy. The policy of the Forest Service is to foster and ensure maximum utilization, in terms of economy and efficiency, of excess real property by all Forest Service units; also, to dispose of surplus real property in the most economical manner consistent with the best interests of the Government.

Budget Bureau Circular A-2 dated October 18, 1955, provides that there shall be an annual review of real property for the purpose of determining that only such real property as can be

economically and efficiently utilized is retained. While the circular excludes public domain holdings, the review shall include improvements on such property. Guidelines for the review as outlined in the circular having possible application to Forest Service property follow.

Real properties or portions thereof generally shall be declared excess when:

a. They are not being used by the owning agency and there are no approved plans for future use.

b. Substantial net savings to the Government would result if properties used for essential purposes were sold at their current market values and other suitable properties of substantially lower current values were substituted for them.

c. The costs of operation and maintenance are substantially higher than for other suitable properties of equal or less value which can be made available by transfer, permit, or purchase.

d. They are being used by the Government to produce goods or services which are available from private enterprise, except when it is demonstrated clearly in each instance that it is not in the public interest to obtain such requirements from private enterprise.

It is recognized that, in some instances, action cannot be accomplished in accordance with these guidelines without first incurring expenses for which appropriate financing arrangements or legislation must be obtained. There should be no delay, however, in making the necessary studies and in submitting proposals for such financing arrangements or legislation, including estimates of replacement costs and ultimate net savings, as part of the budget submissions.

The review of real property shall be continuous; however, the results of such review shall be summarized annually and reported to reach the Washington office by July 28 for transmission to the Office of Plant and Operations, showing:

a. That all properties under the custody of the agency are needed or that action is being taken to dispose of named properties.

b. Actions which have been taken during the year to comply with this regulation and the circular, including a listing of complete installations which have been determined to be excess whether as a result of the review under the circular or as a result of legislation.

c. Recommendations for legislation or appropriations required to dispose of facilities no longer needed or to obtain substitute facilities.

3. Exemptions

a. Administrative Sites. The provisions of this part do not apply to the disposal of certain small tracts of land acquired in connection with the administration of National Forests, such as administrative sites, where the fair value is less than $1,000. Authority to dispose of such real property under the prescribed regulations imposes on the disposing office the responsibility of determining that there is legal authority for the proposed disposal. For example, an administrative site purchased under the Weeks Act, as amended, or acquired by donation under the act of June 7, 1924, or through exchange under the Exchange Act of March 3, 1925, should not be disposed of as excess property, as the Federal Property and Administrative Services Act of 1949 specifically excludes from its purview lands reserved or dedicated for National Forest purposes. Lands subject to title 3 of the Bankhead-Jones Farm Tenant Act in custody of the Forest Service are not included within the scope of these prescribed regulations.

Sites acquired under the emergency relief acts, such as the NIRA and ERA Acts of 1933 and 1935, and those outside National Forests purchased or donated under the act of March 3, 1925, as amended by the Granger-Thye Act, may be disposed of under the procedures prescribed herein. In regard to such lands, however, Congress has during the past few years enacted a number of laws authorizing the exchange of these kinds of properties for lands in the National Forests, thus authorizing the use of them for exchange purposes. The desirability and feasibility of similar authorizations should be explored when it is apparent that such tracts are no longer needed, especially if material values are present. Consideration should be given to these matters before action to dispose of lands under the procedures specified herein is initiated.

b.*-Lands Withdrawn or Reserved From Public Domain. The following procedure shall be used in reporting excess lands (including any improvements thereon) withdrawn or reserved from the public domain:

(1) A notice of intention to relinquish such land shall be transmitted in triplicate to the Washington office for review and for screening by the Office of Plant and Operations, USDA.

(2) After clearance by the Washington office, the holding unit will file the notice of relinquishment with the regional office of the Department of the Interior, sending a copy to the General Services Administration regional office.

(3) The holding unit will report in quintuplicate on SF-118 (leaving lines 1-5 and 19 blank) in accordance with FSH 6442.12 when the unit has:

(a) Been notified by the Department of the Interior that the Secretary of the Interior, with the concurrence of the Administrator, GSA, has determined that the lands are not suitable for return to the public domain for disposition under the general public land laws because the lands are substantially changed in character by improvements or otherwise.

(b) Obtained from the Department of the Interior a report as to whether any other agency claims primary, joint, or secondary jurisdiction over the lands and whether the Department's records show the lands to be encumbered with any existing valid rights or privileges under the public land laws.

Should the Department of the Interior determine that minerals in the lands are not suitable for disposition under the public land mining and mineral leasing laws (FSH 6440.1, item 8a(3)), the Department will notify the appropriate regional office of the GSA of such determination and will authorize the holding unit to include the minerals in its SF-118 report.

A true copy of the notification (item (3)(a)) and report (item (3)(b)) shall be submitted as a part of the report on the Government's legal title which shall accompany SF-118.-*

6442.12 - Reporting Excess Real Property

1. Requirements. Real property including related personal property which is not being used and for which there is no planned use will be reported as excess.

2. Forms. Property which is to be disposed of within authorities delegated to the Forest Service should be reported by means of forms AD-109. SF-118 and attachments -118a, -118b, and -118c, where applicable, will be used for reporting property where disposal is handled by higher authority.

3. Submission of Reports. Original and 4 copies of SF-118 will be sent to the Washington office for transmittal *-of original and 3 copies-* to the Office of Plant and Operations, USDA. If the property is not needed by the Department the Office of Plant and Operations will forward the forms to GSA for disposal action.

The GSA requires excess property reports 90 calendar days in advance of the date such property shall become available for transfer to another Federal agency or for disposal. The Department will need as much time (ordinarily 30 days) as is possible in excess of 90 days to clear through other Department agencies. Where the circumstances will not permit excess real property and related personal property to be reported a full 90 calendar days in advance of the date it will be available, the report shall be made as far in advance of such date as possible.

Leasehold interests in real property determined to be excess shall be reported at least 60 calendar days prior to the date on which notice of termination or cancellation is required by the terms of the instrument under which the property is occupied.

-All reports shall bear the certification "This property has been screened against the known needs of the holding agency."-

4. Exceptions. To the extent described below, excess real property and related personal property to be disposed of by field offices under delegated authority need not be reported to the Washington office on SF-118, -118a, -118b, and -118c.

a. Excess Land With or Without Improvements When Total Appraised Value of All Component Parts of Property Is Less Than $1,000. Field offices will screen this property for possible use by other USDA agencies or other departments. If screening discloses that another USDA agency,

or other department, wants to acquire the property by transfer, the Washington office will be furnished a memorandum in duplicate describing the property, listing the appraised value, and attaching a copy of the agency's request to acquire it. All transfers of land with or without improvements will be concluded by the Department.

b. Excess Improvements When Value Is Less Than $1,000 When Land They Occupy Is Not Excess or Expected To Become Excess. It is the responsibility of field offices to screen the property for possible use by other USDA agencies or other departments of the Government, and to conclude the disposition.

c. Excess Improvements When Land They Occupy Is Not Excess or Expected To Become Excess, When Appraised Value is $1,000 or More. Regional Offices and *-Experiment-* Stations will first report the property, on SF-118, Report of Excess Real Property, only, to GSA, as a memorandum report. This is the only instance where field offices will report excess real property direct to GSA. (In all other cases where any report to GSA is required, such report will be forwarded via channels to the Department for transmittal to GSA.) Upon receipt of the memorandum report on SF-118, GSA will screen the property for other Government use.

Whenever real property is disposed of by transfer under delegated authority, a report of the transaction will be made to the Washington office as indicated.

5. Special Reporting Requirements for Telephone Lines and Powerlines. Procedure for reporting telephone lines and powerlines follows.

a. National Forests and experimental forests or administrative units at field research locations submit to Regional Offices or Stations form AD-109 in quintuplicate, giving the following information. (If previous Regional Office approval to abandon the line has been obtained, form AD-109 need not be sent in for approval but retained at forest level with notation citing the instrument of approval shown in body of form AD-109.)

(1) Complete description.

(2) Year constructed.

(3) Original cost.

(4) Present condition.

(5) Statement whether or not the line is part of the approved communication system.

(6) Proposed method of disposal. (Sale as an operating facility, sale for salvage, abandonment, destruction, etc.)

(7) An appraisal statement setting forth: (1) estimated current market value of the materials comprising the line, by items; (2) estimated cost of salvage and dismantling of the line; and (3) estimated fair value of the line for use as a unit by a utility company, if disposal as an operating facility is feasible. See FSM 6440 for authorization limitation.

b. The Regional Office will approve or disapprove the form AD-109 and return it to the forest (item a).

c. After receipt of the approved form AD-109, the forest will proceed with action to effect disposal as approved by the Regional Office.

d. An appraisal statement made up prior to issuance of bids and a memorandum for the files with related correspondence, if any, on other Government screening will form a part of the file in each case.

e. See FSH 5620 for complete administrative requirements.

f. It is not permissible to include in the bid a stipulation requiring the purchaser to operate the line in place. It is, however, proper to ask prospective purchasers to state in their bid whether or not they intend to salvage the line or to operate it. If the Government needs service over the line, and the high qualified bidder states that such service will not be available, it would be in order to reject bids and make no award.

g. When disposal action is completed on telephone line previously approved for disposal by regional communications officer, one copy of completed sales paper will be routed to him to complete his file.

6. Instructions for Preparation of SF-118, and Attachments, SF-118a, -118b, and -118c

a. Report of Excess Real Property, SF-118. SF-118 shall be used to report to the GSA excess real property and related personal property therein as defined *-in items 8 and 9 of FSH 6440.1.-* Each report shall cover excess property at a single location only. Send an original and four copies, with supporting schedules, to the Washington office. Original and five copies of SF-118 will be submitted when reporting excess property involving lands withdrawn or reserved from the public domain.

See also FSH 6442.12, item 4c, for special memorandum report to GSA regional offices when reporting excess improvements when land is not excess or not expected to become excess, and appraised value is $1,000 or more.

-This form, conspicuously stamped "Correction," shall be used to withdraw or correct reports of excess previously filed with the GSA. Blocks 1 through 12, 18, and 19 shall be completed in the manner prescribed in the specific instructions, below, except that blocks 9 through 12 shall pertain to the property remaining after the correction. Block 18, Remarks, shall indicate in summary form the nature of the correction. Each such corrected report shall reflect the same identifying number in block 1 as the original report.-

All figures of this report shall be as shown in terms of whole numbers without the use of fractions, decimals, etc., except blocks 10 and 12. Justification statement shall be attached.

Specific instructions for completing the form follow:

Blocks 1 Through 5. Leave blank. Entry will be made by the Department.

Block 6. Enter the name and address of the custodian of the reported property.

-Block 7. Enter the official title or name used to identify the reported property. Enter also the number assigned by GSA for the purpose of the annual report on Federal real property holdings (GSA Form 1166, Annual Report of Real Property Owned by the U.S.), using the number shown on the machine listing of the latest inventory supplied by GSA. (Use all nine digits; for example, 1413-07984.)-

Block 8. Enter the street address, city, county, and State for urban property, or the R.F.D. address, county, and State for rural property. Attach a map showing the property location and surrounding area.

Block 9

Line A, Office

Column (1). Enter the total number of buildings which are being reported in whole or in part and which contain excess office space. (Count of buildings coded "a" in column (f) on schedule A.)

Column (2). Enter the gross floor area (in terms of square feet) of all of this excess office space in all buildings reported in column (1). (Sum of all entries coded "a" in column (f) on schedule A.)

Column (3). Enter the total number of floors which contain excess office space in all the buildings reported. (Sum of all entries coded "a" in column (g) on schedule A.)

Column (4). Enter the range of the floor-load capacity (in terms of pounds per square foot) of all floors containing excess office space as shown in column (i) on schedule A. For example, "30-40" where the lowest capacity is 30 and the highest 40.

Column (5). Enter the range of the clear headroom of the excess office space as shown in column (h) on schedule A.

Line B, Storage. Enter in the appropriate columns the information on excess storage space, in accordance with instructions set forth in 9A.

Line C, Other. Enter in the appropriate columns the information on other types of space formerly used for such purposes as manufacturing, etc., but which are now excess in accordance with instructions set forth in 9A. Enter the "floorload" capacity only if available. Specify "other uses" in block 9F provided for this purpose.

Line D, Total. Enter in columns (1) and (2) respectively the total number of buildings reported in whole or in part and the total excess floor area. The figure for the total number of buildings shall represent an unduplicated count of the buildings reported excess on schedule A, and shall not be the total of the figures entered on lines A, B, and C, which may contain duplications, if one building is used for more than one purpose. The figure for the total floor area shall equal the total of column (f) on schedule A and will also be the sum of the figures entered directly above on lines A, B, and C of SF-118.

Line E, Government Interest. Indicate the number of buildings and total excess gross floor area where the Government's interest in the property is as (1) owner and (2) tenant.

Note: The sum of the excess floor areas in each category shall equal the total gross floor area reported in 9D.

Block 10. Enter the number of excess acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

Line A, Fee.

Line B, Leased.

Line C, Other.

Line D, Total. This figure shall equal the total of column (e) on schedule B.

*-Block 11. Enter in block 11 the detailed cost data for each category of the excess Government-owned property shown on the schedules as follows:

Schedule A (SF-118a)--Buildings, Structures, Utilities, and Miscellaneous Facilities.

Schedule B (SF-118b)--Land.

Schedule C (SF-118c)--Related Personal Property. (Include installed machinery and equipment.)-*

Cost Column--Enter the total cost of the different types of excess property on lines A through C as shown below. The cost shall include the original cost plus the costs of installation, improvements, betterments, etc. If the cost is not available, please estimate. (If portions of properties are being reported excess, report only the cost of the excess portion.)

Line A, Buildings, Structures, Utilities, and Miscellaneous Facilities. This figure shall equal the total reflected in column (d) of schedule A.

Line B, Land. This figure shall equal the total of column (f) of schedule B.

Line C, Related Personal Property. This figure shall equal the total of column (h) on schedule C.

Line D. Total of lines A, B, and C.

Line E. Enter the estimated direct annual cost of protecting and maintaining the property reported herein while it is excess. *-Attach a sheet, giving a breakdown of such cost, as follows:

Item	Annual cost $
Personnel (number and types of positions	
Water	
Electricity	
Gas	
Sewage disposal	
Telephone	
Heating-*	

Block 12. Where the Government's interest is that of a lessee, enter the following data:

Line A, Total Amount of Rent Paid Annually. This figure shall equal the sum of block 3 of schedule A and the total of column (g) of schedule B. (If the annual rent includes services, enter an "S" after the amount.)

Line B, Annual Rent Per Square Foot or Acre, Whichever Is More Applicable. Indicate the unit of measure used.

Line C, Date Lease(s) Expires.

Line D, Notice Required for Renewal.

Line E, Terminal Date of Renewal Rights.

Line F, Annual Renewal Rent Per Square Foot or Acre, Whichever Is More Applicable. Indicate the unit of measure used.

Line G, Termination Rights. Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for lines B and F. Use separate sheet if necessary, when more than one lease is reported, to indicate data for lines C, D, E, and G with respect to each lease.

Block 13. If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government corporation to receive the proceeds.

Block 14. Enter a brief description of the construction of the building; for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is involved. Instead, this information will be shown in column (c), schedule A. Indicate where complete plans and official specifications may be examined.

Block 15. Specify use of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product.

Block 16. Specify any possible uses of the property other than those shown in blocks 9 and 15, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or, if used for manufacture, what other products could be made in addition to those reported in block 15.

Block 17. Specify the names and addresses of any Federal or other governmental agencies or private parties known to be interested in the property reported as excess.

Block 18. Insert a concise but adequate general description of the property, and state the general types of properties in the vicinity, such as farmland, residential, industrial, or other. Give a brief history of the use of the property, including the purpose for

(Continued on next printed page)

which it was acquired by the Government. Also, state any special circumstances affecting the property not elsewhere covered. Enter the name and address of the custodian of the title papers for the excess real property.

Block 19. Leave blank. Entry will be made by the Department.

b. Schedule A--Buildings, Structures, Utilities, and Miscellaneous Facilities, SF-118a. Schedule A shall be used to report to the GSA the details concerning each of the buildings, structures, utilities, and miscellaneous facilities reported as excess on SF-118. Exclude installed machinery and equipment which shall be reported on schedule C as related personal property. Schedule A shall be submitted in the original and *-four-* copies as attachments to SF-118. * * *

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings such as office, institutional, housing, storage, industrial, and service shall be listed first on the schedule. Include such fixtures and equipment as are normally required for the functional use of the building reported and are built into or permanently affixed thereto; the removal of which would materially damage the building (for example, plumbing, heating, and lighting fixtures; elevators; and built-in safes and vaults).

Structures, utilities, and miscellaneous facilities which lend themselves to separate reporting and delineation shall be listed on the schedule after buildings. These shall include items, such as railroad trackage; communication systems; storage tanks; wash racks; silos; docks; piers; fences; and heating, sewage, and electrical systems which serve more than a single building.

This schedule, conspicuously stamped "Correction," shall be used to support withdrawals or corrections on SF-118. Additions to or deletions from the original or previously corrected schedule A shall be reported in the manner prescribed in these instructions except that: (1) the totals for columns (d) and (f) on the previous schedule A shall be entered on line (1); (2) additions and/or deletions shall be listed separately and captioned as such; (3) subtotals shall be provided for columns (d) and (f); and (4) the resulting totals for columns (d) and (f) shall be entered.

Specific instructions for completing the form follow:

Block 1. Enter the number assigned to the report. This number should be identical with the number reported in block 1 of SF-118.

Block 2. Self-explanatory.

Block 3. Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities, and miscellaneous facilities. If the annual rental includes services, enter an "S" after the amount. Where the annual rental for land, buildings, etc., cannot be separated, the total annual rental for land, buildings, etc., will be shown in this block and the entry "NS" for not separable made in column (g) on schedule B.

Column (a). Self-explanatory.

*-Column (b). Enter the number assigned in the official general layout plan, identifying the specific building, structure, utility, or miscellaneous facility. Attach, where applicable, a copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

Column (c). Describe the property, indicating:

(1) Type of building or structure, such as office, hospital, prison, school, housing, storage, industrial, and service.

(2) Type of construction, such as brick, steel, frame, concrete, or combination thereof.

(3) Date of construction.

(4) A general description of the utilities and miscellaneous facilities connected with the excess real property. Attach map showing the location of utilities.

Column (d). Where the Government is the owner, enter the actual cost to the Government, if known (if not known, enter estimated cost) for each excess building, structure, utility, and miscellaneous facility.-*

*-(1) A subtotal of the cost of all buildings reported shall be shown immediately following the listing thereof.

(2) A subtotal of the cost of all structures, utilities, and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column will be the amount reported in item a, block 11, of SF-118.-*

Column (e). Enter the overall outside dimensions of rectangular building or structure described in column (c), excluding buildings of irregular shape. Enter "IR" for irregular-shaped buildings.

*-Column (f). Enter gross excess floor area for each building and, in appropriate instances, enter such area for each structure, utility, or miscellaneous facility reported.

(1) A subtotal of the floor area of all buildings reported shall be shown immediately following the listing thereof.

(2) A subtotal of the floor area given for the structures, utilities, and miscellaneous facilities reported shall also be shown immediately following the listing thereof.

(3) The total of this column shall equal the total figure reported in the column "Floor Area," item D, block 9, SF-118.-*

Column (g). Indicate number of floors (excess) in the building or structure, excluding the basement. If the building has a basement, indicate by entering the letter "B."

Column (h). Enter the range of clear headroom in the excess building or structure; for example, "10 to 15 feet."

Column (i). Enter the range of the floorhead capacity of the excess building or structure, by type of building or structure, if available and if significant.

Column (j). Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

Note: For columns (f), (g), and (i), prefix figures with symbols to denote type of space as follows: (a) for office, (b) for storage, and (c) for other.

c. Schedule B--Land, SF-118b. Schedule B shall be used to report to the GSA the details concerning land reported as excess on SF-118. This schedule shall be submitted in the original and *-four-* copies as attachments to SF-118. * * *

This schedule, conspicuously stamped "Correction," shall be used to support withdrawals or corrections on SF-118. Additions to or deletions from the original or previously corrected schedule B shall be reported in the manner prescribed in these instructions except that: (1) the total for columns (d), (e), (f), and (g) on the previous schedule B shall be entered on line (1); (2) additions and/or deletions shall be listed separately and captioned as such; (3) subtotals shall be provided in columns (d), (e), (f), and (g); and (4) the resulting totals for columns (d), (e), (f), and (g) shall be entered.

Specific instructions for completing the form follow:

Block 1. Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in block 1 of SF-118.

Block 2. Self-explanatory.

Block 3. Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet.

Column (a). Self-explanatory.

Column (b). Enter the tract number(s) of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess.

Column (c). Self-explanatory.

Column (d). Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract(s) which includes the property being reported.

Column (e). Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on line D, block 10, SF-118.

Column (f). Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column will be the amount reported on line B, block 11, on SF-118 (rounded to the nearest dollar).

Column (g). Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only, or where the annual rental of land and buildings can be separated. Where the lease covers land and buildings and the annual rental for the land and the buildings cannot be separated, enter "NS."

Column (h). Describe the method whereby the land was acquired, such as condemnation, purchase, or lease.

Column (i). Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, rights-of-way, railroads, and contamination.

There shall be attached to and made a part of SF-118 (original and copies thereof) a dated, signed report prepared by a qualified employee on the Government's title to the property based upon his review of the records. The report shall recite:

(1) The description of the property.

(2) The date title vested in the United States.

(3) All exceptions, reservations, conditions, and restrictions, relating to the title acquired.

(4) Detailed information concerning any action, thing, or circumstance that occurred from the date of the acquisition of the property by the United States to the date of the report which in any way affected or may have affected the right, title, and interest of the United States in and to the real property (together with copies of such legal comments or opinions as may be contained in the file concerning the manner in which and the extent to which such right, title, or interest may have been affected). In the absence of any such action, thing, or circumstance, a statement to that effect shall be made a part of the report.

(5)*-The legislative jurisdiction over the land that is peculiar to the property by reason of being Government owned; that is, whether (1) exclusive legislative jurisdiction, (2) concurrent legislative jurisdiction, (3) partial legislative jurisdiction, or (4) proprietorial interest only. The Division of Lands and the General Counsel should be contacted for this information. -*

There shall be transmitted with SF-118 all instruments in possession of the agency which affect the right, title, or interest of the United States in the property reported or the use and operation of such property (including agreements covering and licenses to use, any patents, processes, techniques, or inventions). In cases where it is impracticable to transmit the abstracts of title and related title evidence, such documents need not be transmitted; however, the name and address of the custodian of such documents shall be stated in the title report, above, and they shall be furnished if requested by the GSA.

d. Schedule C--Related Personal Property, SF-118c. Schedule C shall be used to report to the GSA the details concerning the excess personal property, including installed machinery and equipment, which is related to the excess real property (Government-owned and leased) reported on SF-118. This schedule shall be submitted in the original and first two copies as attachments to SF-118, to be filed with the appropriate field office of the GSA.

All figures shown on this report shall be in terms of whole numbers, except column (g), "Unit cost."

Related personal property consisting of installed machinery and equipment shall be listed first on the schedule.

*-Other related personal property, such as consumable materials, supplies, and other expendable items, shall be listed on the schedule after installed machinery and equipment.

This schedule, conspicuously stamped "Correction," shall be used to support withdrawals or corrections on SF-118. Additions to or deletions from the original or previously corrected schedule C shall be reported in the manner prescribed in these instructions, except that: (1) the total for column (h) on the previous schedule C shall be entered on line (1); (2) additions and/or deletions shall be listed separately and captioned as such; (3) a subtotal shall be provided in column (h); and (4) the resulting total for column (h) shall be entered.-*

Specific instructions for completing the form follow:

Block 1. Enter the number assigned to the report. This number should be identical with the number reported in block 1 of SF-118.

Block 2. Self-explanatory.

Block 3. Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2-digit commodity classification.

Column (a). Enter consecutive numbers for each line item, starting with "1."

Column (b). The holding unit shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference numbers.

Column (c). Whenever practicable, enter the detailed classification numbers for each item according to the Standard Commodity Classification.

Column (d). Indicate condition of property by the following combination letter-number code:

N - New.	1 - Excellent.
E - Used, reconditioned.	2 - Good.
O - Used, usable without repairs.	3 - Fair.
R - Used, repairs required.	4 - Poor.
X - Items of no further value for use as originally intended, but of possible value other than as scrap.	

In stating the condition of consumer goods (excluding food), use only the letter code. For capital and producer goods, a letter-number combination must be used, except in the case of code X. For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in column (b), "Description." If any legal restrictions exist (including patent restrictions) as to the power of the holding unit to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restriction.

Column (e). Indicate unit of measure for the container package or other applicable customary sales unit, such as pounds, tons, dozens, gross, or thousands. Distinguish between long, short, and metric ton.

Column (f). Specify the quantities of each item reported as excess in terms of the unit used in column (e).

Column (g). Insert the recorded procurement cost per unit or, in its absence, the estimated original cost per unit (in dollars and cents), including the transportation or installation costs.

*- Column (h). Compute total costs, that is, "Number of units" multiplied by "Unit costs" equals "Total cost."

(1) A subtotal of the cost of all related personal property reported as installed machinery and equipment shall be shown immediately following the listing thereof.-*

*-(2) A subtotal of the cost of all other reported related personal property shall be shown immediately following the listing thereof.

(3) The total cost of all items reported in schedule C shall equal the figure reported in item C, block 11, on SF-118.

7.-*Disposal of Real Property Under Delegation of Authority to Forest Supervisor. Pursuant to delegation of authority (FSM 6440.24), Forest Supervisors should be assigned responsibility to make determination as to what improvements and related personal property having estimated fair market value of less than $1,000 is excess. Property should be screened by forests in accordance with FSH 6442.34 and the Regional Office informed, by copy of notice or otherwise, of the action being taken. Property determined to be excess or surplus to the needs of the Federal Government will be disposed of in accordance with regulations under FSH 6442.

8.*-Valuation and Appraisal. When it is clearly evident that the fair market value of real property is less than $1,000, the actual appraisal shall be made by a forest officer familiar with the property and competent to approximate its sale value. Such valuation should take into consideration the highest and best use of the property, need by others, cost of removal, and other similar factors.

When a request is received and it is evident that the value of excess improvements is $1,000 or more, the actual appraisal shall be made by an experienced and qualified appraiser familiar with the types of property to be appraised by them. Appraisal by any person engaged to collect or evaluate information shall contain a certificate that he has no interest, direct or indirect, which would conflict in any manner or degree with the preparation and submission of an impartial report.

When land only or land with improvements in excess of $1,000 is involved, appraisal will be made by GSA.

If the excess property is transferred to another Federal agency by direction of GSA, a fair transfer value will be set by GSA which will become the amount of reimbursement to be paid to the transferring agency and which amount may be more or less than the holding agency's appraised value; however, in those cases in which the property is classified as airport property or suitable for historic monuments and is to be disposed of to a State, local government, or tax-supported institution, no appraisal need be made of the fair value of the property.-*

*-Disposal of real property shall be under delegated authorities as set forth in FSM 6440.24.

9. Expense of Care and Handling. The GSA shall promptly notify the holding unit of the date of receipt of each SF-118. In each case where the provisions of FSH 6442.42 relating to the expense of physical care, handling, protection, maintenance, and repairs are applicable to the property reported, the notice provided for in the foregoing sentence shall also state that the provisions in FSH 6442.42 became effective as of the date of the receipt of the report.-*

6442.13 - Utilizing Excess Real Property

1. Reassignment. Field offices shall, as far as practicable, make reassignments of real property and related personal property under their control and jurisdiction in lieu of acquiring such property from other sources.

2. Transfer and Utilization. Each field office shall promptly declare as excess any property which can no longer be used advantageously for program operations and where further retention is not justified from the standpoint of the continued cost for care and maintenance. Requirements for real property will be fulfilled as far as practicable by obtaining excess real property from other Government sources.

3. Notification of Need. Whenever it is anticipated that real property will be required, this fact will be made known to the appropriate regional office of the GSA. Such requests shall be filed on SF-81, Request for Space. A field unit is not authorized to negotiate for any acquisition until approval is obtained from the GSA. However, requests for building space only may be sent by field offices direct to regional offices of the GSA under delegated space-acquisition authority.

4. Screening by GSA. *-Government-owned real property and related personal property reported excess to the GSA shall, unless such screening is waived, be screened by the GSA for other possible Federal use.

a. Notices of availability shall require that GSA be advised, within 30 days from the date of notice, if there is a firm or a tentative requirement for the property.

(1) In the event a tentative requirement exists, the GSA will be advised within an additional 30 days if there is a firm requirement.-*

*-(2) Within 60 days after advice to the GSA that a firm requirement exists, the GSA shall be furnished with a request for transfer of the property.

b. Notices of availability for information of the Secretary of Health, Education, and Welfare (HEW) shall be sent to the office designated by the Secretary to serve the area in which the property is located.-*

5. Administrative Sites. The Forest Service has been granted exemption from GSA clearance requirements in the purchase of sites for Ranger dwellings, Ranger or Supervisor offices, nursery sites, and similar facilities in relatively isolated locations except that: (1) before acquiring sites in or near larger cities, field offices will consult the appropriate regional office of GSA; and (2) all such purchases will be reported to the GSA regional offices with information regarding the exact location, size, and cost, as soon as arrangements therefor have been made. Doubtful or borderline cases should be cleared with GSA regional offices before purchase.

-6. Prefabricated Movable Structures and Trailers. Prefabricated movable structures such as Butler-type storage warehouses, and quonset huts, and house trailers (with or without undercarriages) reported to the GSA with the land on which they are located may, in the discretion of the GSA, be designated for disposition as personal property for off-site use.-

6442.13a - Obtaining Excess Real Property

1. Intradepartmental Transfers

a. Land or Land and Buildings. Transfers will be approved and concluded by the Office of Plant and Operations upon agreement between Department agencies. If such transfers are desired, the justification for the transfer and a complete legal description of the premises, including any improvements, will be submitted to the Washington office for transmittal to the Office of Plant and Operations. Transfer will be made without transfer of funds.

b. Buildings and Facilities. Transfers will be made upon agreement between the agencies concerned. Form AD-107, Report of Transfer or Other Disposition or Construction of Property, will be used to effect the transfer. Prior approval of the Washington office is required for all transfers where the estimated fair market value is $1,000 or more. The transfer will be concluded by officers having delegated authority.

2. Interdepartmental Transfers

a. Land With or Without Improvements. Requests will be made on GSA Form 1334, Request for Transfer of Excess Real Property and Related Personal Property. The original and five copies of the form will submitted to the Washington office. Blocks 1 through 5 and block 10 will be left blank. The Office of Plant and Operations will conclude the transfer.

b. Improvements Without Land

(1) When the estimated fair market value is less than $1,000, an original and three copies of GSA form 1334 will be fully completed and submitted direct to the GSA regional office. The transfer will be concluded by the officers having delegated authority under FSM 6440.24.

(2) When the estimated fair market is $1,000 or more, GSA form 1334 will be fully completed and two copies forwarded to the Washington office for prior approval of the transfer. Upon approval one copy will be returned. The original and three copies will then be forwarded direct to regional GSA office. The transfer will be concluded by the officers having delegated authority under FSM 6440.24.

c. Reimbursement. *- Upon determination by the GSA that transfer of the property requested is in the best interest of the Government, such transfer may be made with or without reimbursement as indicated below. The GSA will execute or authorize all transfers of excess property reported to it.

(1) The GSA, with the approval of the Director of the Bureau of the Budget, prescribes the extent of reimbursement for transfers of excess property to be as follows:

(a) Where the transferor is an executive agency and has not requested the net proceeds of the transfer pursuant to section 204(c) of the act, the reimbursement shall be an amount equal to 50 percent of the appraised fair market value of the property requested, or if the transfer is for the purpose of upgrading facilities of the Forest Service, the reimbursement shall be an amount-*

equal to 50 percent of the difference between the appraised fair market value of the property to be replaced and the appraised fair market value of the property requested. As used in this paragraph "upgrading facilities" shall mean the transfer of property for the purpose of replacing other property which, because of the location, nature, or condition thereof, is less efficient for use.

Where the transferor is a Federal agency other than described in item (a) and has not requested the net proceeds of the transfer pursuant to section 204(c) of the act, the reimbursement shall be an amount equal to the appraised fair market value of the property requested. If the transfer is for the purpose of upgrading, the reimbursement shall be an amount equal to the difference between the appraised fair market value of the property to be replaced and the appraised fair market value of the property requested.

(2) The provision of item c(1), with respect to payment of reimbursement, shall not apply in those cases where:

The Secretary of Agriculture or his designee (not below departmental level) has determined and informed the GSA, in writing, that no funds of the Forest Service or Department are currently available for reimbursement for the property requested and that any funds programed and appropriated for the acquisition of real property are so restricted by congressional direction or by firm obligations and commitments that they cannot be freed for the purpose of reimbursement.

In the case of excess land, with or without improvements thereon, having a total appraised fair market value of more than $10,000, the Administrator of GSA has obtained the approval of the Director of the Bureau of the Budget of the agency's request for transfer of the property without reimbursement.

-Whenever the holding agency has not requested the net proceeds of a transfer of excess real property and related personal property pursuant to section 204(c) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 485), no reimbursement is required for property located within the exterior boundaries of a National Forest, which is suitable for addition to the Forest, and which is determined by the GSA to be available for that purpose.-

d. Preparation of GSA Form 1334. This form shall be used when requesting the transfer of excess real property and related personal property as defined under FSM 6442.11. The number of copies will be governed by the circumstances under items 2a and 2b. Forms are available in Central Supply Section.

For the purposes of GSA form 1334 and these instructions, the following terms shall have the meaning indicated:

(1) Fair Market Value. The highest price estimated in terms of money which the property would bring, if exposed for sale for a reasonable time in the open market, to a seller, willing but not compelled to sell, from a buyer, willing but not compelled to buy, both parties being fully informed of all the purposes for which the property is best adapted and is capable of being used.

(2) Fair Value. The same as fair market value, except that in the case of a transfer of property another Federal agency, the Administrator of GSA or his delegate may determine that, because of certain intangible advantages that accrue to the Government as a whole, fair value may be at some figure other than fair market value as defined above. (The establishment of fair value for the purposes of transfer or use may take into consideration the benefits that will accrue to the Government through the utilization of the property and disadvantages that will be imposed by its use in lieu of the acquisition or use of privately owned property.)

(3) Annual Recurring Savings. The economies to be effected in the form of actual or estimated annually recurring savings, if any, in rental, maintenance, operation, or other current costs resulting from the transfer of property.

Specific instructions for completing the form follow:

Block 1. Enter the GSA control number as shown on the Notice of Availability.

Block 2. Enter the date the request is made.

Block 3. Enter the name and address of the office of the agency to which the request is being made.

Block 4. Enter the name and address of the office of the agency transmitting the request.

Block 5. Enter the name and address of the requesting agency's representative to be contacted for further information.

Block 6. Enter the official title or name shown on the Notice of Availability to identify the property and the street address, city, county, and State for urban property, or the R.F.D. address, county, and State for rural property.

Block 7

Item A, Structures

Column (b). Enter the number of structures for office use on line (1); for storage use on line (2); and for other use on line (3) and specify on line (3) the intended use. Enter the total number of structures on line (4).

Column (c). Enter the gross floor area (in terms of square feet) of the space for office use on line (1); for storage use on line (2); and for other use on line (3). Enter the total gross floor area on line (4).

Item B, Land

Column (b). Enter the Government fee-owned land on line (1); the Government leased land on line (2); and the land used by the Government under other rights of occupancy on line (3) and specify on line (3) such rights of occupancy. Enter the total on line (4). Indicate the unit of measure used. Attach a survey description of the land or a drawing showing its boundaries and location.

Item C, Utilities. Enter a general description of the utilities and miscellaneous facilities, including facilities, such as railroad trackage, docks, wash racks, and gasoline storage.

Block 8. Enter a description of the nature of related personal property, such as manufacturing equipment, maintenance equipment, and supplies.

Block 9. Indicate by a checkmark, in the appropriate square, whether or not funds are available for reimbursement for the transfer of this property.

Block 10. Enter the signature and title of official of requesting agency authorized to make the application, and the date signed.

Block 11. Enter the statement of justification for the transfer of the property requested. This statement must be factual and complete.

Statement-Preparation Guide

a. Explain the specific use to be made of the property. If the property to be transferred will replace other real property which because of location, nature, or condition thereof is rendered less efficient for use, a report of excess covering the property being replaced shall be a condition of such transfer.

b. Describe the program for which the property is to be used.

c. State the extent to which all buildings, facilities, and land are to be used. If less than the full parcel is needed, the request for transfer should be made for only the portion needed, unless it can be shown that the remaining part probably could not be sold or utilized by another agency.

d. Identify the title of the appropriation (or appropriations) which supports the activity that will benefit from the transfer of the property.

e. Describe the property presently used for the activity and tenure of occupancy.

f. Give an estimate of the cost of purchasing or using other suitable property for the purpose intended. If such purchase price is less than the estimated fair market value of the property being requested, give an explanation of why the purchase is not made instead of the requested transfer.

g. Give an estimate of the probable sale price if the property requested were to be put to its highest and best use.

* * * * *

6442.2 - Determination of Surplus Real Property

1. Reported Property. Real property and related personal property reported excess, which GSA determines is not needed by the Government, becomes surplus property. The reporting office, the Department of Health, Education, and Welfare (HEW), and the Department of the Interior will be notified of the date upon which the property becomes surplus.

2. Property Excepted From Reporting. Excess real property and related personal property for which the Forest Service has delegated disposal authority will be disposed of as surplus if screening indicates there is no need for it by other Government agencies, including HEW.

6442.3 - Surplus Real Property Disposal

6442.31 - Authorities and Policy

1. Authority. Surplus real property and related personal property will be disposed of as outlined in the Federal Property and Administrative Services Act of 1949, as amended.

2. Policy. Disposal of real property will be handled in the most economical manner consistent with the methods provided under FSM 6442.32 through .39.

3. Disposals Under Other Laws. Section 602(c) of the Federal Property and Administrative Services Act, as amended, provides that disposal of surplus real property shall not be made under other laws, except as authorized by section 602(d) of the act, or when the Administrator determines that disposal under another law is not inconsistent with the act.

6442.32 - Records and Reports of Disposition. Surplus property disposals will be reported by Regions and Stations on GSA Form 1100, Report of Surplus Real Property Disposals and Inventory. Forms stocked in Central Supply.

1. General Instructions

a. Reportable Transactions. The report will cover only surplus real property disposals and assignments completed under delegation of authority (FSM 6440.41) and related inventories. A disposal action is completed when a legally binding agreement results.

b. Submission. Mail reports in single copy to reach the Washington Office within 15 days after the close of each quarter. Negative reports are required only from Regions.

2. Definitions

a. Number. As used in part I, for lines 2, 4, and 20, the number of locations at which property formally determined surplus is available for disposal; for lines 6 through 18, the number of transactions processed.

b. Acquisition Cost. The original cost to the Government plus all expenditures for capital improvements, without deductions for depreciation. If acquisition cost cannot be obtained from existing records, a realistic estimate prefixed by the letter "E" is acceptable.

c. Fair Market Value. An appraisal at the time of offering.

d. Realization. The amount of money or the combined dollar value of money and property received in return for the surplus property.

*-3. Specific Instructions

a. Part I.

Line 1. Entry must agree with line 19 of preceding report.

Line 2. Entry in column (c) will be the number of locations having any surplus property or remaining portions identified under one General Services Administration control number and must agree with line 20 of preceding report. Entry in column (d) will be the total acquisition cost of the property at these locations and must agree with line 20 of preceding report.

Line 3. Do not make any entry.

Line 4. Enter in column (c) the number of locations having surplus property which has been added during the period.

Line 5. Enter in column (c) the total number of transactions reported in lines 6 through 18. A transaction is reportable when (1) a legally binding disposal agreement is reached, (2) a withdrawal is approved, or (3) an assignment to HEW is made.

Line 6. Self-explanatory.

Line 7. Enter in column (c) the number of sale transactions made under delegated authority (FSM 6440.24) for monetary consideration.

A supplemental list shall be prepared covering each item on this line which was sold for more than $1,000, showing property name and location, acquisition cost, fair market value, and the amount realized. If the line also includes items sold for less than $1,000 a notation should be made on the list that "Proceeds from other items were each less than $1,000." If no item on this line was sold for more than $1,000, this fact should be noted in "Remarks" on General Services Administration form 1100 and no supplemental list prepared.

Line 8. Enter in column (c) the number of sale transactions completed under delegated authority (FSM 6440.24) for public park and recreation purposes (FSH 6442.37). The provisions for the supplemental list under line 7 also applies to the entries on this line.-*

*-Line 9. Do not make any entry. (This is for use by HEW.)

Line 10. Enter in column (c) the number of transactions completed under delegated authority (FSM 6440.24) for public airport purposes (FSH 6442.37).

Line 11. Enter in column (c) the number of transactions completed under delegated authority (FSM 6440.24) for wildlife or historic monument purposes (FSH 6442.37).

Lines 12 and 13. Do not make any entry.

Lines 14 and 15. Self-explanatory.

Line 16. Enter in column (c) the number of transactions involving property withdrawn from surplus for further government use or salvage purposes.

Line 17. Enter in column (c) the number of transactions involving property withdrawn from surplus for the purpose of abandonment or destruction.

Line 18. Enter in column (c) the number of assignments to HEW under delegated authority (FSM 6440.24).

Line 19. Self-explanatory.

Line 20. Enter in column (c) the number of locations remaining after reporting the transactions on lines 6 through 18. This entry need not be the result of line 2 plus 4 minus 5 since two or more transactions might be completed for a single location.

These instructions apply primarily to line entries and entries for column (c). Entries for columns (d), (e), and (f) are fully explained on the form and under item 2.

b. Part II. This part should be completed only when specifically requested, since the Forest Service does not have the required special delegation at this time.-*

A. Listing of Transactions Processed During Period. List each (1) disposal transaction processed to the point of reaching a legally binding agreement on terms and conditions mutually acceptable to both parties, (2) assignment made to HEW,

(3) withdrawal approved, and (4) special delegation rescinded during the reporting period. Where two or more transactions involving the same installation were processed, list each separately.

Show for each transaction the data indicated in the column headings. Column (e) refers to the applicable line number in part I which describes the type of transaction. If the transaction type is 12 or 13, explain in "Remarks."

(Continued on next printed page)

B. Listing of Inventory at End of Period. List each property, or portion thereof, remaining in inventory at the end of the reporting period and for which a special disposal delegation was in effect. Show for each such property the data indicated in the column headings.

6442.33 - Responsibilities. The Department is designated as disposal agency for disposal of real property as outlined in FSM 6440. The Director of the Office of Plant and Operations has delegated authority to officers of the Forest Service to dispose of surplus real property as outlined in FSM 6440.

6442.34 - Preparations

1. Screening. When the GSA serves as disposal agent it will screen for defense and other Federal agency needs. If GSA releases the property for disposal by the Forest Service, no additional screening is necessary. Surplus property which the Forest Service disposes of under delegated authority without reporting to GSA should be screened against local defense and other agency needs. In addition, real property, exclusive of telephone lines or powerlines, which is not needed by other agencies should be offered to HEW for screening against the needs of nonprofit and tax-supported organizations which are authorized by the act to receive such property.

2. Classification. Each surplus real property or, if the property is subdivided, each unit of property shall be classified by the disposal agency to determine the methods and conditions applicable to the disposition of the property. Classification shall be according to the estimated highest and best use for the property. The property may be reclassified from time to time by the disposal agency or by the GSA whenever such action is deemed appropriate.

Excess real property reports shall classify property in accordance with the definitions of space terms used in preparing SF-123, Report of Space Use by Buildings (FSH 6441.42, item 3).

3. Valuation and Appraisal

-a. Except as otherwise provided, appraisals of the fair market value shall be obtained in all cases, and in appropriate cases the fair annual rental, of property available for disposal; provided, that no appraisal need be obtained under any one of the following conditions:-

*-(1) When the property is classified and is to be disposed of as airport property.

(2) When the property is suitable for historic monument purposes and is to be disposed of with the use limited to such purpose to a State, political subdivision, and instrumentality thereof, or municipality.

(3) When the estimated fair market value of property to be offered on a competitive sale basis does not exceed $2,500.

b. The property shall be appraised by experienced and qualified persons familiar with the types of property to be appraised by them. Any person engaged to collect or evaluate information pursuant to this subsection shall certify that he has no interest, direct or indirect, in the property which would conflict in any manner with the preparation and submission of an impartial appraisal report.-*

4. Interim Action on Property Not Released for Surplus Disposal. Pending completion of screening for defense needs and the release of real property and related personal property for disposal, forest officers should be guided by the following principles:

a. Negotiations for Disposal. Negotiations for the disposal of real property and related personal property may be continued with prospective purchasers, provided, however, that no final commitments for sale of the property will be made until specific authority for final disposal is granted by the GSA, where required.

b. Leases Having Repossession Clauses. Where the terms of a lease permit repossession by the Government, renewals of leases of such Government-owned surplus property shall be made subject to clearance by the GSA.

6442.35 - *-Advertised and Negotiated Disposals

1. Publicity. The disposal unit shall widely publicize all surplus real property and related personal property which becomes available for disposal hereunder, giving information adequate to inform interested persons of the general nature of the property and its possible uses, as well as any reservations, restrictions, and conditions imposed upon its disposal.-*

*-A condensed statement of proposed sales of surplus real property by advertising for competitive bids, except where the estimated fair market value of the property is less than $2,500, shall be prepared and submitted, for inclusion in the U.S. Department of Commerce publication "Synopsis of U.S. Government Proposed Procurement, Sales and Contract Awards," to:

U.S. Department of Commerce (S-Synopsis)
Room 1300
433 West Van Buren Street
Chicago 7, Illinois

The disposal unit may consult with local groups and organizations and solicit their cooperation in giving wide publicity to the proposed disposal of the property.

The disposal unit shall, upon request, supply to bona fide potential purchasers and lessees adequate preliminary information, and, where necessary, shall render such assistance to such persons as may enable them, so far as feasible, to obtain adequate information regarding the property. The disposal unit shall establish procedures so that all persons showing due diligence are given full and complete opportunity to make an offer.

2. Invitation for Offers. The disposal unit shall prepare and furnish to all prospective purchasers or lessees written invitations to make an offer, which shall contain or incorporate by reference all the terms and conditions under which the property is offered for disposal, including all provisions required by statute to be inserted in contracts for disposal of Government property. All terms and conditions of the invitation shall be made a part of the offer.

Forms SF-114, -114A, -114B, and -114C, covering sale of Government property, ordinarily should be used in inviting bids for the sale of surplus real property.

The invitation shall further specify the form of the disposal instrument, which specifications shall be in accordance with the appropriate provisions of items 1 and 2 of FSH 6442.35b.

Where it has been determined that the sale of specific property on credit terms is justified, the invitation shall provide for submission of offers in accordance with GSA regulation 2-V-401.04; provided, that the terms of payment for any payment for any offers to purchase of less than $2,500 shall be for cash.-*

*-3. Inspection. All persons interested in the acquisitions of surplus property available for disposal shall be permitted to make a complete inspection of such property, including any available inventory records, plans, specifications, and engineering reports made in connection therewith, subject to any necessary restrictions in the interest of national security and subject to such rules as may be prescribed by the disposal unit.

4. Submission of Offers. All offers to purchase or lease shall be in writing, accompanied by any required earnest money deposit, and, in addition to the financial terms upon which the offer is predicated, shall set forth the willingness of the offeror to abide by the terms, conditions, reservations, and restrictions upon which the property is offered, and shall contain such other information as may be requested.

5. Advertised Disposals. All disposals or contracts for disposal of surplus property, except as provided for in items 6 and 7, shall be made after publicly advertising for bids.

a. The advertising for bids shall be made at such time previous to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition which is consistent with the value and nature of the property involved. The advertisement shall designate the place to which the bids are to be delivered or mailed, and shall state the place, date, and time of public opening.

b. All bids shall be publicly disclosed at the time and place stated in the advertisement.

c. Award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Government, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.

Disposal and contracts for disposal of surplus property may be made through contract auctioneers when authorized by the GSA. The auctioneer retained under contract shall be required to publicly advertise for bids in accordance with the applicable provisions of this code.

6. Negotiated Disposals. Such competition shall be obtained as is feasible under the circumstances in all negotiations of disposals and contracts for disposal of surplus property. Disposal of surplus property by negotiation shall be made only in any one of the following situations:-*

a. Where the estimated fair market value of the property involved does not exceed $1,000.

b. Where bid prices after advertising therefor are not reasonable (either as to all or some part of the property) or have not been independently arrived at in open competition.

c. Where the character or conditions of the property or unusual circumstances make it impractical to advertise publicly for competitive bids and the fair market value of the property and other satisfactory terms of disposal can be obtained by negotiation.

d. Where the disposals will be to States, Commonwealth of Puerto Rico, possessions, political subdivisions thereof, or tax-supported agencies therein, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation.

e. Where negotiation is otherwise authorized by the act or other law, such as:

(1) Disposals of power transmission lines for public or cooperative power projects (FSH 6442.36).

(2) Disposals for public airport utilization (FSH 6442.36).

(3) Disposals for public parks, recreational areas, or historic monument sites (FSH 6442.36).

-Appraisal data required pursuant to FSH 6442.34 when needed for the purpose of conducting negotiations under items c, d, e(1), and e(3), except in the case of historic monument sites, shall be obtained under contractual arrangements with experienced and qualified real estate appraisers familiar with the types of property to be appraised by them: Provided, however, that in any case where the cost of obtaining such data from a contract appraiser would be out of proportion with the expected recoverable value of the property, or if for any other reason employing a contract appraiser would not be in the best interest of the Government, the Regional administrative services officer is authorized to determine such other method of obtaining an estimate of the fair market value of the property, or the fair annual rental, as he may deem proper. The determination not to use the contract appraisers should be in written form and based upon sound defensible reasons. Three copies of such-

-determination should accompany the explanatory statement, provided under item 9, for transmittal to Office of Plant and Operations.-

8. Documenting Determinations to Negotiate. The disposal unit shall document the factors leading to and the determination justifying disposal by negotiation of any surplus property under items 6 and 7, * * * and shall retain such documentation in the files of the agency.

9. Explanatory Statement. *-Subject to the exceptions below, an explanatory statement, in triplicate, of the circumstances of each proposed disposal by negotiation shall be sent to the Washington Office for transmittal to the Office of Plant and Operations. See exhibit 1 at end of this code for outline of explanatory statement.

a. Property having a fair market value of $1,000 or less.

b. Property authorized to be disposed of without advertising by any provision of law other than section 203(e) of this act.

The statement will be submitted to General Services Administration for review and transmittal to the appropriate Congressional Committees. After 35 days, if there is no adverse comment by a Committee, authorization to proceed with the sale will be granted by the Washington Office.-*

TITLE 6400 - PROPERTY MANAGEMENT

Exhibit 1

EXPLANATORY STATEMENT OF PROPOSED
NEGOTIATED DISPOSAL OF SURPLUS REAL PROPERTY
SUBMITTED PURSUANT TO THE PROVISIONS OF
SECTION 203(e)(6) OF THE FEDERAL PROPERTY
AND ADMINISTRATIVE SERVICES ACT OF 1949,
AS AMENDED

Property: (Property designation and case number)

Location:

Reported Excess By: (Holding agency and date)

Date Surplus:

Description:

Acquisition Cost and Date: *-(Line item separation between land, improvements, and related personal property)-*

All Income Received From Rentals:

Appraised Fair Market Value:

Appraised By: *-(Name and date. If not a contract appraiser, state briefly the reason another appraisal method was authorized.)-*

Proposed Purchase Price:

Proposed Purchaser:

Proposed Use:

Background and Justification:

6442.35a - Acceptance of Offers

1. General. When the contracting officer determines that bid prices (either as to all or some part of the property) received after advertising therefor or received in response to the action authorized in item a are reasonable; that is, commensurate with the fair market value of the property, and were independently arrived at in open competition, award shall be made with reasonable promptness by notice to the bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Government, price and other factors considered. Any or all offers may be rejected when contracting officer determines it is in the public interest to do so.

a. Where the advertising does not result in the receipt of a bid at a price commensurate with the fair market value of the property, the highest bidder may, at the discretion of the contracting officer, and upon determination of responsiveness and bidder responsibility, be afforded an opportunity to increase his offered price. The bidder shall be given a reasonable period of time, not to exceed 5 working days to respond. At the time the bidder is afforded an opportunity to increase his bid, all other bids shall be rejected and bid deposits returned. Any sale at a price so increased may be concluded without regard to negotiated disposals or explanatory statements (FSH 6442.35).

b. A reasonable period of time shall be allowed within which the successful bidder shall consummate the transaction and he shall be so informed.

c. It is within the discretion of the contracting officer to determine whether the procedure authorized by item a is followed or whether the bids shall be rejected and the property reoffered for sale on a publicly advertised competitive bid basis in accordance with advertised disposals (FSH 6442.35), or disposed of by negotiation (item 4), or offered for disposal under other applicable provisions.

2. Equal Offers. "Equal offers" means two or more offers that are equal in all respects, taking into consideration the best interests of the Government. If equal acceptable offers are received for the same property, award shall be made by a drawing by lot limited to the equal acceptable offers received. See FSH 6323.21 for required reports of identical bids.

3. Notice to Unsuccessful Bidders. When an offer for surplus real property has been accepted, the contracting officer shall notify all other bidders of such acceptance and return their earnest

money deposits, if any.

4. Negotiations. When the contracting officer determines that bid prices after advertising therefor (including the action authorized by the provisions of FSH 6442.35a, item 1) are not reasonable either as to all or some part of the property or were not independently arrived at in open competition, and that a negotiated sale rather than a disposal by readvertising or under other applicable provisions would better protect the public interest, the property or such part thereof may be disposed of by negotiated sale after rejection of all bids received; provided, that no negotiated disposal may be made under this code unless:

a. Notification of the intention to negotiate and reasonable opportunity to negotiate shall have been given by the contracting officer to each responsibile bidder who submitted a bid pursuant to the advertising.

b. The negotiated price is higher than the highest rejected bid price offered by any responsible bidder, as determined by the contracting officer.

c. The negotiated price is the highest negotiated price offered by any responsible prospective purchaser.

Any such negotiated disposal shall be subject to the provisions *-governing negotiated disposals-* (FSH 6442.35).

6442.35b - Conveyances

1. Form of Deed or Instrument of Conveyance. Disposals of real property shall be by quitclaim deed without warranty in conformity with local law and practice, unless there is another form of conveyance necessary to obtain a reasonable price for the property or to render the title marketable, and provided the use of such other form of conveyance is approved by the GSA. *-Officials having delegated authority to dispose of real property (FSM 6440.24) may sign deeds or other instruments of conveyance after legal conformity of such instruments has been approved by the General Counsel.-*

2. Conditions in Disposal Instruments

a. Where a sale is made upon credit, the purchaser shall agree by appropriate provisions to be incorporated in the disposal instruments that he will not resell or lease (unless due to its character or type the property was offered

*-without leasing restrictions) the property, or any part thereof or interest therein, without prior written authorization and such disposal instruments in appropriate cases may specifically provide for such authorization and/or future partial releases to be granted on terms which will adequately protect the Government's security for the credit extended to the purchaser.

b. Any deed, lease, or other instrument executed to dispose of property, subject to reservations, restrictions, or conditions as to the future use, maintenance, or transfer of the property, shall recite all representations and agreements pertaining thereto.

3. Disposition of Title Papers. Pertinent records may be transfered to the purchaser of the property, as a part of the disposal transaction, the pertinent records authorized by GSA regulation 3-IV-104.02 (appendix B to title 3, general records schedule 3, item 2, and general records schedule 4, item 7) to be so transferred. If the purchaser of the property wishes to obtain additional records, copies thereof may be furnished to the purchaser without charge.

4. Proceeds From Disposals. All proceeds from any sale, lease, or other disposition of surplus real property and related personal property shall be covered into the Treasury as miscellaneous receipts, except as provided in section 204(b), -(c), -(d), -(e), and -(f) of the act.-*

6442.36 - *-Special Disposal Provisions. The following special provisions apply to disposal of surplus power transmission lines, surplus airport property, and surplus property for use as public parks, recreation areas, or historic monument sites.

1. Power Transmission Lines. Pursuant and subject to the provisions of section 13(d) of the Surplus Property Act of 1944 (50 U.S.C. App. 1622d), which is continued in effect by section 602(a) of the Federal Property and Administrative Services Act of 1949, any State or political subdivision thereof, or any State or Government agency or instrumentality, may certify that a surplus power transmission line and the right-of-way acquired for its construction are needful for or adaptable to the requirements of a public or cooperative power project. Notification shall be made to such State entities and Government agencies of the availability of such property in accordance with FSH 6442.37.-*

*-a. Whenever a State or political subdivision thereof, or a State or Government agency or instrumentality, certifies that such property is needful for or adaptable to the requirements of a public or cooperative power project, the property may be sold for such utilization at the fair market value thereof within delegations of authority under FSM 6440.24.

b. In the event a sale cannot be accomplished by reason of the price to be charged or otherwise and the certification is not withdrawn, the disposal agency shall report the facts involved to GSA for determination as to the further action to be taken to dispose of the property.

c. Any power transmission line and right-of-way not disposed of pursuant to the provisions of item 3 shall be disposed of in accordance with other applicable provisions of FSH 6442, including, if appropriate, reclassification by the disposal agency.

2. Airport Property. Pursuant and subject to the provisions of section 13(g) of the Surplus Property Act of 1944 (50 U.S.C. App. 1622g), which is continued in effect by section 602(a) of the Federal Property and Administrative Services Act of 1949 and amended by Public Law 311, 81st Congress (50 U.S.C. App. 1622a-c), airport property may be conveyed or disposed of to a State, political subdivision, municipality, or tax-supported institution for a public airport. Airport property is any surplus real property including improvements and personal property located thereon as a part of the operating unit (exclusive of property the highest and best use of which is determined by Administrator of GSA to be industrial and which shall be so classified for disposal without regard to the provisions of this item) which, in the determination of the Administrator of the Federal Aviation Agency (FAA), is essential, suitable, or desirable for the development, improvement, operation, or maintenance of a public airport; as defined in the Federal Airport Act, as amended (49 U.S.C. 1101), or reasonably necessary to fulfill the immediate and foreseeable future requirements of the grantee for the development, improvement, operation, or maintenance of a public airport, including property needed to develop sources of revenue from nonaviation business at a public airport.

a. Eligible public agencies shall be notified in accordance with the provisions of FSH 6442.37 that property which may be disposed of for use as a public airport under the act of 1944, as amended, has been determined to be-*

*- surplus. There shall be transmitted with the copies of each such notice when sent to the proper regional office of the FAA (FSH 6442.37) a copy of a copy of SF-118, Report of Excess Real Property, with accompanying schedules.

b. When an eligible public agency has submitted a comprehensive and coordinated plan of use and procurement for the property, in accordance with the provisions of FSH 6442.37, a copy of the plan shall be transmitted to the proper regional office of the FAA. The regional office of the FAA shall promptly inform the agency concerning (1) availability date of determination by the Administrator of the FAA, required under the provisions of the act of 1944; and (2) recommendation with respect to disposal of the property for a public airport.

c. Upon receipt of such determination and recommendation, conveyance of the property recommended by the FAA for disposal for a public airport to the eligible public agency, subject to the provisions of the act of 1944, as amended, may be made within delegations of authority for sale of property under FSM 6440.24.

d. Any property not disposed of pursuant to the provisions of this code for use as a public airport shall be disposed of in accordance with other applicable provisions of FSH 6442. Thirty days will be allowed to withdraw the property from surplus or to waive any future interest in the property for public airport use.

e. The Administrator of the FAA has the sole responsibility for enforcing compliance with the terms and conditions of disposals and for the reformation, correction, or amendment of any disposal instrument and the granting of releases and for taking any necessary action for recapturing such property in accordance with the provisions of Public Law 311, 81st Congress (50 U.S.C. App. 1622a-c).

f. In the event title to any such property is revested in the United States by reason of noncompliance with the terms and conditions of disposal, or other cause, the Administrator of the FAA shall have accountability for the property and shall report the property to the GSA as excess property.

3. Property for Use as Public Parks, Recreational Areas, or Historic Monument Sites. Pursuant and subject to the provisions of section 13(h) of the Surplus Property Act of 1944-*

*-(50 U.S.C. App. 1622h), which is continued in effect by section 602(a) of the Federal Property and Administrative Services Act of 1949, land, including improvements and equipment thereon, which is determined by the Secretary of the Interior to be suitable and desirable for use as a public park, recreational area, or historic monument, for the benefit of the public, may be conveyed or disposed of to a State, political subdivision, instrumentalities thereof, or municipality within delegations of authority for sale of property under FSM 6440.24.

a. Eligible public agencies shall be notified in accordance with the provisions of FSH 6442.37 that property which may be disposed of for use as a public park, recreational area, or historic monument under the act of 1944 has been determined to be surplus. There shall be sent to the area regional office of the National Park Service the copy of each notice provided for in FSH 6442.37.

b. When an eligible public agency has submitted a comprehensive and coordinated plan of use and procurement for the property, in accordance with the provisions of FSH 6442.37, two copies of the plan shall be transmitted to the Director, National Park Service, Department of the Interior, Washington 25, D.C., and one copy of the plan to the regional office of the National Park Service. The Director, National Park Service, shall promptly inform the the agency as to the date the determination of the Secretary of the Interior, required by the provisions of the act of 1944, will be available.

c. Upon receipt of such determination, property determined by the Secretary of the Interior to be suitable and desirable for use as a public park, recreational area, or historic monument, for the benefit of the public, may be conveyed to an eligible public agency, subject to the provisions of the act of 1944.

d. The Secretary of the Interior has the responsibility for enforcing compliance with the terms and conditions of disposals and for the reformation, correction, or amendment of any disposal instrument, and the granting of releases, and for taking any necessary action for recapturing such property in accordance with the provisions of section 203(k)(2) of the act of 1949. Any such action shall be subject to the disapproval of the Secretary of Agriculture.

e. In the event title to any such property is revested in the United States by reason of noncompliance with the-*

*-terms and conditions of disposal, or other cause, the Secretary of the Interior shall have accountability and shall report the property to the GSA as excess property.

f. Notice by the Secretary of the Interior of any action proposed to be taken under item d shall identify the property affected, setting forth in detail the proposed action and reasons therefor.

4. Property for Educational and Public Health Purposes. Officials designated in FSM 6440.24 are authorized to assign to the Secretary of HEW for disposal, under section 203(k)(1) of the act, such surplus real property, including buildings, fixtures, and equipment situated thereon, as is recommended by the Secretary as being needed for school, classroom, or other educational use or for use in the protection of public health, including research.

a. With respect to real property and related personal property which may be disposed of under the provisions of the act for educational or public health purposes to institutions which have been held exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1954:

(1) Within 20 days after such property has been determined surplus and the area office of HEW has been so informed, HEW shall notify of any known potential use of the property for such purpose.

(2) If such notice is given, HEW shall submit, within 45 days after the determination of surplus, a recommendation for assignment of the property to the Secretary of HEW.

b. With respect to real property and related personal property which may be disposed of under the provisions of the act for educational or public health purposes to States, and their political subdivisions and instrumentalities, and tax-supported institutions:

(1) Eligible public agencies shall be notified, in accordance with the provisions of FSH 6442.37, that such property has been determined to be surplus.

(2) There shall be transmitted with the copies of each such notice (FSH 6442.37), when sent to the area regional office of HEW, a copy of a copy of SF-118, Report of Excess Real Property, with accompanying schedules.-*

*-(3) When an eligible public agency has submitted a comprehensive and coordinated plan of use and procurement for the property in accordance with the provisions of FSH 6442.37 two copies of the plan shall be transmitted to the regional office of HEW.

(4) In each case where a plan of use and procurement for the property has been transmitted to HEW, the HEW shall submit, within 25 days after the date the plan is transmitted to it, a recommendation for assignment of the property to the Secretary of HEW or shall inform the agency, within the 25-day period, that a recommendation will not be made for assignment of the property to the Secretary.

c. Any recommendation submitted by HEW pursuant to item a or b, shall set forth complete information concerning the intended educational or public health use, including (1) identification of the property, (2) the name of the applicant and the size and nature of its program, (3) the specific use planned, (4) the intended public benefit allowance, (5) the estimate of value upon which such proposed allowance is based, and (6) if the acreage or value of the property exceeds the standards established by the Secretary, an explanation therefor.

d. Full cooperation shall be extended to representatives of HEW in their inspection of such property and in furnishing information relating thereto.

e. In the absence of notice or recommendation, items a and b, appropriate disposal action shall be taken.

f. If the recommendation is approved, the property shall be assigned by letter or other document to the Secretary of HEW for disposal and the Secretary informed that there will be no objection to the proposed transfer. If the recommendation is disapproved, the Secretary will be notified. Such assignment or notice shall be given within 30 days after HEW has submitted the recommendation.

g. The HEW shall prepare the transfer document and take all other actions necessary to accomplish the transfer of the property within 60 days after the date of the assignment to the Secretary of the property.

h. The Secretary of HEW has the responsibility for enforcing compliance with the terms and conditions of transfer and for the reformation, correction, or amendment-*

of any transfer instrument and the granting of releases, and for taking any necessary actions for recapturing such property in accordance with the provisions of section 203(k)(2) of the act. Any such action shall be subject to the disapproval of the Secretary of Agriculture. Notice by the Secretary of HEW of any action proposed to be taken shall identify the property affected, set forth in detail the proposed action, and state the reasons therefor.

i. In each case of repossession under a terminated lease, or reversion of title by reason of noncompliance with the terms and conditions of sale or other cause, HEW shall, at or prior to such repossession or reversion of title, provide the GSA with an accurate description of the real and related personal property involved. SF-118, Report of Excess Real Property, and the appropriate schedules shall be used for this purpose. Upon receipt of advice from HEW that such property has been repossessed or title has reverted, the GSA will assume accountability therefor.

6442.37 - *-Disposals to Public Agencies. Prior to public sale or other disposal action, notice shall be given to each public agency eligible to obtain the property under the statutes cited in exhibit 1 at the end of this code with the following exceptions: (1) When there are disposal limitations which would be inconsistent with disposal under the statutes; or (2) when the estimated fair market value is less than $1,000 unless an eligible public agency is known to be interested in the property.

1. Required Notice. The notice will be prepared as shown in exhibit 2 at the end of this code and mailed under sample cover letter shown in exhibit 3 at the end of this code as follows: (1) To the Governor of the State, to the County Clerk or other appropriate county official in which the property is located, and to the mayor or other appropriate official of the city or town in which the property is located; and (2) to the Governor of the Commonwealth of Puerto Rico for the property located there.

a. Posting. In accordance with exhibit 3, the letter to the above officials will enclose sufficient copies of the notice for posting in such places as the State Capitol Building, county building, courthouse, or townhall. The notice will also be mailed to the postmaster of the post office which serves the area in which the property is located with the request that it be posted.-*

*-b. Copies to Federal Agencies. A copy of each cover letter and notice will be sent to the proper field office of the Bureau of Outdoor Recreation, Department of the Interior; Federal Aviation Agency; Fish and Wildlife Service, Department of the Interior; or Bureau of Public Roads, Department of Commerce, concerned with the disposals of property to public agencies under the statutes stated in the notice.

c. Property Available for Transfer to Department of Health, Education, and Welfare. Three days in advance of the date the notice is given to public agencies, the regional office of the Department of Health, Education, and Welfare (HEW) will be given a copy of the post-dated cover letter addressed to each public agency, 25 copies of the post-dated notice and a copy of SF-118, Report of Excess Real Property. The advance notice will permit HEW to give the notice at the same time to qualifying nonprofit institutions. If no public agency responds to the notice within the 20-day period stated in the notice or advice of potential use is received from HEW, it shall be assumed the property is not desired.

2. Review of Responses. Each response of a public agency will be reviewed and determination made as to what constitutes a reasonable period of time for submission of plan called for in the notice. Determination will be based on the potential suitability of the property for the proposed use, the length of time the public agency has stated it will require to develop and submit a plan, the protection and maintenance costs to the Government during such length of time, and any other relevant facts. Such review and determination will be coordinated with the proper regional office of the interested Federal agency listed below:

a. Bureau of Outdoor Recreation, Department of the Interior.

b. Department of Health, Education, and Welfare.

c. Federal Aviation Agency.

d. Fish and Wildlife Service, Department of the Interior.

e. Bureau of Public Roads, Department of Commerce.

When a determination as to what constitutes a reasonable period of time has been made, the public agency will be informed and asked to submit any needed information with the required plan. -*

*-3. Receipt of Plan. Upon receipt of the plan of use and procurement for the property, it shall be considered and acted upon in accordance with the provisions of the statute and applicable regulations.

4. Title Documents. Information will be compiled from title documents and related papers for use in disposal actions.

5. Appraisal. Except as provided in FSM 6442.35, an appraisal will be obtained of the fair market value, and in appropriate cases the fair annual rental; provided, that no appraisal need be obtained where:

a. The property is classified and is to be disposed of as airport property.

b. The property is suitable for historic monument purposes and will be disposed of for such purpose to a State, political subdivision, instrumentality thereof, or municipality.

c. The estimated fair market value of property offered on a competitive sale basis does not exceed $2,500.

The appraisal will be made by an experienced person qualified to appraise the type of property involved. Such person will certify that he has no interest, direct or indirect in the property, which would preclude an impartial report. -*

*-Exhibit 1

Statutes

Statute	Type of property	Eligible public agency
50 U.S.C. App. 1622h. Disposals for public parks, public recreation areas, or historic monuments	Any surplus real property, including improvements and equipment located thereon, exclusive of (1) minerals having a commercial value separate and apart from the surface; (2) improvements without land; (3) property subject to disposal as a shrine, memorial, or for religious purposes under the provisions of GSA regulation 2-V-405.05; (4) property suitable for disposal for public airport purposes under the provisions of 50 U.S.C. App. 1622g; and (5) property the highest and best use of which is determined to be industrial and which shall be so classified for disposal. This statute as amended does not authorize the disposal, for historic monument use, of property if its historical significance relates to a period of time within the 50 years immediately preceding the determination of suitability and desirability for use.	Any State, political subdivision, instrumentalities thereof, or municipality; Commonwealth of Puerto Rico and the Virgin Islands.
40 U.S.C. 484(k)(1)(A). Disposals for schools classrooms, or other educational purposes.	Any surplus real property including buildings, fixtures, and equipment situated thereon, exclusive of minerals having a commercial value separate and apart from the surface.	States and their political subdivisions and instrumentalities, and tax-supported educational institutions; District of Columbia; Commonwealth of Puerto Rico; and the Virgin Islands. -*

*-Exhibit 1--Continued

Statute	Type of property	Eligible public agency
40 U.S.C 484(k)(1)(B). Disposals for public health purposes including research.	Any surplus real property including buildings, fixtures, and equipment situated thereon, exclusive of minerals having a commercial value separate and apart from the surface.	States and their political subdivisions and instrumentalities, and tax-supported medical institutions; District of Columbia; Commonwealth of Puerto Rico; and the Virgin Islands.
50 U.S.C. App. 1622g. Disposals for public airport purposes.	Any surplus real or personal property, exclusive of (1) property subject to disposal as a shrine, memorial, or for religious purposes under the provisions of GSA regulation 2-V-405.05; (2) property subject to disposal to disposal as a historic monument site under the provisions of GSA regulation 2-V-405.03; and (3) property the highest and best use of which is determined by the disposal agency to be industrial and which shall be so classified for disposal.	Any State, political subdivision, municipality, or tax-supported institution; Commonwealth of Puerto Rico; and the Virgin Islands.
16 U.S.C. 667b-d. Disposals for wildlife conservation purposes.	Any surplus real property (with or without improvements) that can be utilized for wildlife conservation purposes other than migratory birds, exclusive of oil, gas, and mineral rights.	The agency of the State exercising the administration of the wildlife resources of the State.

*-Exhibit 1--Continued

Statute	Type of property	Eligible public agency
23 U.S.C. 107 and 317. Disposals for Federal aid and other highways.	Any real property or interests therein determined by the Secretary of Commerce to be reasonably necessary for the right-of-way of a Federal-aid or other highway (including control of access thereto from adjoining lands) or as a source of material for the construction or maintenance of any such highway adjacent to such real property or interest therein exclusive of minerals having a commercial value separate and apart from the surface.	State wherein the property is situated (or such political subdivision of the State as its law may provide), including the District of Columbia and Commonwealth of Puerto Rico.
40 U.S.C. 345b. Disposals for authorized widening of public highways, streets, or alleys.	Such interest in surplus real property as the head of the disposal agency determines will not be adverse to the interests of the United States, exclusive of (1) minerals having a commercial value separate and apart from the surface, and (2) property subject to disposal for Federal-aid and other highways under the provisions of 23 U.S.C. 107 and 317.	State or political subdivision of a State.
50 U.S.C. App. 1622d. Disposals of power transmission lines needful for or adaptable to the requirements of a public power project.	Any surplus power transmission line and the right-of-way acquired for its construction.	Any State or political subdivision thereof or any State agency or instrumentality.

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*-Exhibit 1--Continued

Statute	Type of property	Eligible public agency
40 U.S.C. 484(e)(3)(H). Disposals by negotia-negotiations.	Any surplus real property including related personal property.	Any State, political subdivision thereof, or tax-supported agency therein, Commonwealth of Puerto Rico, and the Virgin Islands.

*

*-Exhibit 2

DISPOSAL OF SURPLUS REAL PROPERTY
TO PUBLIC AGENCIES

SAMPLE NOTICE OF SURPLUS DETERMINATION

Notice of Surplus Determination - Government Property

(Date)

(Name of property)

(Location)

Notice is hereby given that the (Name of property), (Location), has been determined to be surplus Government property. The property consists of 1,333.65 acres of fee land and a 5.968-acre drainage ditch easement, together with installed landing strips, taxiways, walks, roads, parking area, electrical system, and fencing.

This property is surplus property available for disposal pursuant to the provisions of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 471 et seq.) and applicable regulations. The applicable regulations provide that public agencies (non-Federal) shall be allowed a reasonable period of time to develop a comprehensive and coordinated plan of use and procurement for surplus real property in which they may be interested. Disposal of this property, or portions thereof, may be made to public agencies for the public uses stated below whenever the Government has determined that the property is available for such uses and that disposal thereof is authorized by the statutes cited and applicable regulations: 1/

Statute	Type of disposal
50 U.S.C. App. 1622(h).	Public park, recreational area, or historic monument.
40 U.S.C. 484 (k)(1)(A).	School, classroom, or other educational purposes.
40 U.S.C. 484 (k)(1)(B).	Protection of public health, including research.
50 U.S.C. App. 1622(g).	Public Airport.

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*-Exhibit 2--Continued

Statute	Type of disposal
23 U.S.C. 107 and 317.	Federal aid and certain other highways.
40 U.S.C. 484(e)(3)(H).	Negotiated sales to public bodies for use for public purposes generally.

If any public agency desires to develop a comprehensive and coordinated plan of use and procurement for this property, notice thereof in writing must be filed with (Name of disposal agency), (Address), before (Hour and zone) Standard Time, (Day), (Date). 2/ Such notice shall:

1. Disclose the contemplated use of the property;

2. Contain a citation of the applicable statute or statutes under which the public agency desires to procure the property;

3. Disclose the nature of the interest if an interest less than fee title to the property is contemplated;

4. State the length of time required to develop and submit a comprehensive and coordinated plan of use and procurement for the property (where a payment to the Government is required under the statute, include a statement as to whether funds are available and, if not, the period required to obtain funds); and

5. Give the reason for the time required to develop and submit a plan.

Any planning for an educational or a public health use of property sought to be acquired subject to a public benefit allowance must be coordinated with the Department of Health, Education, and Welfare (Address of proper Regional Office). An application form to acquire property for an educational or public health requirement, and instructions for the preparation and submission of an application, may be obtained from that office. 3/

Application forms or instructions to acquire property for all other public use requirements may be obtained from (Name of disposal agency), (Address). -*

*-Exhibit 2--Continued

Upon receipt of such written notice, the public agency will be promptly informed concerning the period of time that will be allowed to develop a comprehensive and coordinated plan of use and procurement for the property. Such a plan of use will be the basis for subsequent determination by the Government as to whether the property is available for the proposed use and disposal thereof is authorized by applicable statutes and regulations.

In the absence of such written notice, or in the event a public use proposal is not approved, the regulations issued pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, provide for offering the property for sale for its highest and best use.

FOOTNOTES:

1/ List only the statutes (showing type of disposal) applicable to disposal to public bodies of the property determined to be surplus.

2/ This date shall be 20 calendar days after the date of the notice.

3/ Delete this paragraph whenever property is not available for transfer for an educational or public health use.

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*-Exhibit 3

DISPOSAL OF SURPLUS REAL PROPERTIES
TO PUBLIC AGENCIES

SAMPLE LETTER TO PUBLIC AGENCIES TRANSMITTING
NOTICE OF SURPLUS DETERMINATION

(Date)

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

(Addressee)

Dear _____:

The former (Name of property), (Location) has been determined to be surplus Government property and available for disposal.

Included in the attached notice are a description of the property and procedural instructions to be followed if any public agency desires to develop a comprehensive and coordinated plan of use and procurement for the property. Please note particularly the name and address given for filing written notice if any public agency desires to develop such a plan of use, the time limitation within which written notice must be filed, and the required content of such notice.

In order to insure that all interested parties are informed of the availability of this property, please post the additional copies of the attached notice in appropriate conspicuous places. 1/

Identical letters are being mailed to (Other addressees).

Sincerely yours,

Attachment

1/ Attach as many copies of the notice as may be anticipated will be required for adequate posting.

-*

-6442.38 - Disposal of Leases, Improvements, and Residual Personal Property; Easements, and Non-Federal Interim Use of Property

1. Disposal of Leases. The disposal unit may, subject to such reservations, restrictions, and conditions, if any, as deemed necessary to protect the interests of the United States against liability under a lease, permit, license, or similar instrument:

a. Dispose of the lease or other instrument subject to assumption by the transferee of the obligations in the lease or other instrument unless a transfer is prohibited by the terms of the lease or other instrument.

b. Terminate the lease or other instrument by notice or negotiated agreement.

c. Dispose of any surplus Government-owned improvements located on the premises in the following order by any one or more of the following methods:

(1) By disposition of all or a portion thereof to the transferee of the lease or other instrument (not applicable when the lease or other instrument is terminated).

(2) By disposition to the owner of the premises or grantor of a sublease, as the case may be, (1) in full satisfaction of a contractual obligation of the Government to restore the premises, (2) in satisfaction of a contractual obligation of the Government to restore the premises plus the payment of a money consideration to the Government by the owner or grantor, as the case may be, that is fair and reasonable under the circumstances, or (3) in satisfaction of a contractual obligation of the Government to restore the premises plus the payment by the Government to the owner or grantor, as the case may be, of a money consideration that is fair and reasonable under the circumstances.

(3) By disposition for removal from the premises.

Items a, b, and c are governed by the proviso that any negotiated disposals shall be subject to the applicable provisions of items 6 and 9 of FSH 6442.35, except where the disposition under item c(2) is negotiated pursuant to any provision of law other than the act.-*

*-2. Disposal of Structures and Improvements. In the case of Government-owned land, the disposal unit may dispose of structures and improvements with the land or separately from the land; provided, that prefabricated movable structures, such as Butler-type storage warehouses, quonset huts, and house trailers (with or without undercarriages) reported to the GSA with the land on which they are located, may, in the discretion of the GSA, be designated for disposal as personal property for off-site use.

3. Disposal of Residual Personal Property

a. Any related personal property reported to the GSA on SF-118 which is not disposed of by the GSA as related to the real property, shall be designated by the GSA for disposal as personal property.

b. Any personal property which is not disposed of with the related real property shall be disposed of under personal property procedures.

4. Easements

a. Disposal of Easements to Owner of Servient Estate. Subject to the provisions of items 6 and 9 of FSH 6442.35, an easement may be disposed of to the owner of the land which is subject to the easement when the continued use, occupancy, or control of the easement is not needed for the operation, production, or maintenance of property owned or controlled by the Government. A determination shall be made as to whether the disposal shall be with or without reimbursement to the Government on the basis of all the circumstances and factors involved and with due regard to the acquisition cost of the easement to the Government. The extent of such reimbursement shall be regarded as the appraised fair market value of the easement. The circumstances and factors leading to such determination shall be documented and retained in the files.

b. Grants of Easements In or Over Government Property. Easements may be granted in or over real property: provided, that where it is determined that the granting of such easement decreases the value of the property, the granting of the easement shall be for a consideration not less than the amount by which the fair market value of the property is decreased; and provided further, that any negotiated grant of easement shall be subject to the applicable provisions of items 6 and 9 of FSH 6442.35.-*

*-5. Non-Federal Interim Use of Property. A lease or permit may be granted for non-Federal interim use of surplus property: provided, that such lease or permit shall be for a period not exceeding 1 year and shall be made revocable on not to exceed 30 days' notice; and provided further, that the use and occupancy will not interfere with, delay, or retard the disposal of the property. In such cases, an immediate right of entry to such property may be granted pending execution of the formal lease or permit. The lease or permit shall be for a money consideration and shall be on such other terms and conditions as are deemed appropriate properly to protect the interests of the United States. Any negotiated lease or permit shall be subject to the applicable provisions of items 6 and 9 of FSH 6442.35.

6442.39 - Surplus Real Property Abandonment, Destruction, or Donation to Public Bodies

1. General

a. Scope. Property may be abandoned, destroyed, or donated under circumstances and conditions outlined herein.

b. Authority for Disposal. Where real property is held for disposal, or related personal property which has no commercial value, or of which the estimated cost of continued care and handling would exceed the extimated proceeds from its sale, the disposal unit is authorized:

(1) In the case of land (with or without improvements thereon), to donate such property to public bodies together with any related personal property suitable for use in connection therewith.

(2) In the case of improvements on land or related personal property, to abandon or destroy such property or to donate such property to public bodies for in-place or off-site use.

c. Definitions

(1) "No commercial value" means real property or related personal property which has no reasonable prospect of sale for any purpose.

(2) "Public body" means any State, territory, or possession of the United States, any political subdivision thereof, the District of Columbia, any agency or instrumentality of any of the foregoing, or any agency of the Federal Government.-*

*-d. Dangerous Property. No property which is dangerous to public health or safety shall be abandoned, destroyed, or donated to public bodies without first rendering such property innocuous or providing adequate safeguards therefor.

e. Findings

(1) Except as to property disposed of under item 3c in FSH 6442.39, no property shall be abandoned, destroyed, or donated unless the Region or Station property management officer has affirmatively found, in writing, either that (1) such property has no commercial value, or (2) the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. Such findings shall not be made by any official directly accountable for the property covered thereby.

(2) Whenever improvements proposed to be disposed of hereunder at any one location at any one time had an original cost (estimated if not known) of more than $1,000, findings made under item (1) shall be approved by Regional Foresters or Directors before disposal. All land transactions will be submitted for such approval before completion, as indicated below.

2. Donations to Public Bodies

a. Donations. No donations to public bodies of land (with or without improvement thereon) as to which findings have been made pursuant to item 1e shall be made without prior approval of the GSA. Notice of the action proposed to be taken shall be filed with the regional office of the GSA for the region in which the property is located. Such notice shall be filed by the Region or Station if the fair market value of the land is not in excess of the delegated authority outlined in FSM 6440.24. If the fair market value of the land is in excess of the delegated authority the proposed action will be filed by the Office of Plant and Operations.

b. Disposal Costs. Any public body receiving surplus improvements on land or related personal property shall bear disposal costs incident to the donation, such as dismantling and removing, and cleaning the premises.-*

TITLE 6400 - PROPERTY MANAGEMENT

6443 - PUBLIC BUILDINGS MANAGEMENT

6443.1 - Rules and Regulations--All Government-Controlled Public Buildings

6443.11 - Regulations. These rules and regulations are established to conform with Public Law 566, 80th Congress, approved June 1, 1948 (40 U.S.C. Sec. 318), and the act.

1. Applicability. These rules and regulations apply to all federally controlled buildings and facilities and to all persons entering in or on such property. It is the responsibility of the occupant agencies to require observance of these rules and regulations by their employees.

2. Recording Presence. Persons entering or leaving buildings during periods when they are closed to the public shall sign the register and/or display authorized identification documents when requested by the guard, watchman, or other authorized individuals.

3. Preservation of Property. It is unlawful to willfully destroy, damage, or remove property or any part thereof, including signs, regulations, decorations, or other facility or equipment.

4. Conformity With Signs and Emergency Directions. Persons in and on property shall comply with "No Smoking" and other official signs of a prohibitory or directory nature, and at the time of a fire alarm or other emergency signal shall comply with the directions of building police and other authorized individuals.

5. Nuisances. The use of loud, abusive, or profane language; unwarranted loitering or sleeping; unlawful assembly; the creation of any hazard to persons or things; improper disposal of rubbish; spitting; obscene or indecent acts; disorderly conduct; throwing articles of any kind from a building; and unauthorized climbing upon any part of a building are prohibited.

6. Gambling. Participating in games for money or other personal property, or the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, in or on property is prohibited.

7. Intoxicating Beverages and Narcotics. Entering property or the operating of a motor vehicle thereon, by a person under the influence of intoxicating beverages or narcotics drug, or the consumption of such beverages or the use of such drug in or on property, is prohibited.

8. Soliciting and Vending. The soliciting of alms and contributions, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, or the collecting of private debts, in or on property is prohibited. This rule does not apply to national or local drives for funds for welfare, health, and other purposes sponsored or approved by the occupant agencies, concessions, or personal notices posted by employees on authorized bulletin boards.

9. Photography for News, Advertising, or Commercial Purposes. Permission will be granted by the building superintendent, custodian, or officer in charge, for taking photographs for news, advertising, or commercial purposes within the property, provided the consent of the occupant agency or agencies has been obtained.

10. Dogs and Other Animals. Dogs and other animals, except "seeing-eye" dogs shall not be brought upon property for other than official purposes.

11. Vehicular and Pedestrian Traffic. (a) Drivers of all vehicles in or on property shall drive in a careful and safe manner at all times and shall comply with the signals and directions of guards and all posted traffic signs; (b) the blocking of entrances, driveways, walks, loading platforms, or fire hydrants in or on property is prohibited; (c) except in emergencies, parking in or on property is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited.

12. Concealed Weapons. No person while on property shall carry concealed weapons except for official purposes.

13. Penalties--Other Laws. Whoever shall be found guilty of violating these rules and regulations is subject to fine of not more than $50 or imprisonment of not more than 30 days, or both. Nothing contained in these rules and regulations shall be construed to annul any other Federal laws or regulations, or any State and local laws and regulations, applicable to any area in which property is situated.

6443.12 - Use of Decorative Material in Government Buildings

1. Manufactured Decorations. Manufactured decorations, such as crepe paper, drapes, curtains, cotton, cardboard, and similar material, shall be flameproof.

2. Christmas Trees. The use of Christmas trees shall be subject to the following requirements:

a. In buildings of fire-resistive construction and in buildings provided with automatic sprinkler protection, a reasonable number of trees may be placed regardless of the tree size. In other buildings only a reasonable number of small trees, no higher than 3 feet, may be used.

b. Trees shall be placed away from radiators and other heating equipment, away from curtains and other combustible material, and in locations that will not interfere with ingress or egress facilities.

c. Where chemically treated trees are not used, freshly cut trees should be obtained if possible. The freshness of the tree should be maintained by sawing it off at an angle at least 1 inch above the original cut and keeping the tree standing in water or moistened earth during the entire time it is kept in the building. This will aid in reducing its inflammability.

d. Trees shall be removed from the building as promptly as possible and in no case shall a tree remain for more than 10 days after installation.

3. Holly, Cornstalks, and Similar Material. Holly, cornstalks, and similar material may be used for decorative purposes only with the approval of the GSA building superintendent or custodian. Only sparing quantities of such material shall be used.

4. Electric Lights. Electric lights may be used for decorative purposes only with the approval of the GSA building superintendent or custodian. All installations shall be made under the supervision of a competent electrician. Ready assembled lighting sets shall be checked to eliminate frayed wires, loose connections, and broken sockets before they are installed.

5. Candles. Lighted candles shall not be used for decorative purposes in any Government building.

6443.2 - Management of Public Buildings Under Control of GSA

6443.21 - Installation of Employee-Owned Electrical Equipment--GSA Buildings

1. Hot Plates, Coffee Makers, and Similar Appliances

a. Installation. An agency desiring to have an employee-owned electrical appliance installed in a building under the

jurisdiction of the General Services Administration (GSA) shall submit a request in writing to the GSA building superintendent in charge of the building in which the installation is to be made.

The request shall describe the appliance and its intended use and shall have been approved by an authorized representative of the agency.

The GSA building superintendent will inform the requesting agency of the approval or disapproval of the request.

All installations shall be made by or under the direction of the GSA and in conformance with GSA safety and installation requirements. Whether payment will be required therefor shall be determined by GSA.

b. Inspection of Installations. The GSA building superintendent will provide for the periodic inspection of all installations of electrical appliances to guard against possible fire hazards and to ensure the observance of good housekeeping practices. When the use or installation of the appliance does not conform to GSA safety, installations, and sanitary requirements, the agency will be requested to order its removal.

2. Air-Conditioning Units

a. General. Air-conditioning units owned by an individual employee or groups of employees may be installed in buildings operated and maintained and/or repaired by the GSA, subject to GSA approval, and provided that:

(1) The GSA has no plan for the installation of central air conditioning in the immediate future.

(2) Approval for the installation is obtained from the operating agency in buildings for which the GSA has repair but not operating responsibilities.

(3) Installations in rented buildings shall be subject to the terms and conditions of the lease.

(4) The basic electrical service in the building will accommodate the anticipated increased load.

(5) Electrical outlets and wiring, once installed, shall become part of the building structure and shall not be removed.

The GSA will lease the equipment from the employee or group of employees on a rent-free basis, provide the electric current for its operation, and keep it in repair.

Air-conditioning units leased by employees or groups of employees will not be installed in Government-owned or -leased buildings.

b. Contacts With the GSA. All contacts with the GSA shall be made through an authorized representative of the employee's agency.

c. Installation. Agencies desiring to have employee-owned air-conditioning equipment installed shall submit a request in writing to the GSA building superintendent for the building in which the installation is to be made or to the GSA regional office representative. The request shall describe generally the type of equipment to be installed, and be signed by an authorized representative of the agency concerned. The GSA representative will determine whether or not the installation can be made and notify the agency representative accordingly.

If the installation can be made, the GSA regional office will prepare and execute GSA Form 1300, Lease Agreement Employee-owned Air-conditioning Equipment, and submit the original and two copies to the agency representative for acceptance by the employee or group of employees concerned. The original and one copy shall be returned to the GSA contracting officer who signed the GSA Form 1300.

A flat rate for each installation in each building will be determined by the GSA on the basis of the estimated cost to accomplish all proposed installations of units in the building. The cost of installation shall be paid by the employee or group of employees at the time the lease agreement is accepted.

d. Removal. The GSA reserves the right to require the removal of the equipment by the employee, without cost to the Government upon demolition of the building or if the equipment, through normal wear or deterioration, outlives its usefulness or becomes a hazard. If the GSA orders the relocation of the employee's agency to other space or relinquishes the space, if rented, the GSA will bear the cost of moving and reinstallation in the new location, provided the equipment is required in the new location.

The employee owner may remove the equipment without expense to the Government upon his transfer, reassignment to other space, or severance from Government service upon written notice to the contracting officer.

e. Transfer of Ownership. The employee may transfer the equipment or his interest therein to another employee upon written application approved by the contracting officer. The Government will re-lease the equipment from the new owner.

6443.22 - Concessions--GSA Buildings

1. General. Concessions require the use of space and the provision of various building facilities and services. The type and location of each concession may seriously affect the GSA's costs for its installation, as well as later costs for building maintenance and operation.

It is essential, therefore, that the type and location of each concession be satisfactory to the GSA, and that each concession contract and permit definitely establish the responsibilities of the concessionaire with respect to costs and other matters which affect building maintenance and operation. It also is imperative that consideration be given to pertinent legislation and the terms of existing contracts between the GSA and concessionaires.

2. Controls. The GSA will arrange for the establishment of all concessions, including public telephones, in buildings under its custody and control. It will provide suitable space for approved concessions, arrange for necessary alterations and installations, enter into contracts or issue permits, and select concessionaires. No concession of any type shall be installed or established without the prior approval of GSA.

3. Supervision and Contract GSA

a. Concessions in Buildings When Transferred to the GSA. Except as provided below, responsibility for supervision and administration of all concessions in buildings transferred to the custody and control of GSA shall be vested in the GSA.

Subject to the provisions of existing contracts, the GSA will reassign existing vending machines to conform to the policy in 6 b.(4) below. Also, subject to the provisions of existing contracts, and at the request of the State licensing agency for the blind in each case, vending stand locations for vending only the types of articles described in 6 b.(3) below will be reassigned to the States licensing agency by the GSA for the operation of vending stands under the program for the blind.

Concessions which were contracted for or otherwise arranged for by a Federal agency having custody and control of a building

before its transfer to the GSA, except concessions operated by the blind, may be continued under the supervision of that agency upon written approval of the GSA subject to the following:

(1) Proposed alterations and improvements, purchases of equipment for replacement, and other matters affecting the building structure or its maintenance and operation, shall be approved by the GSA.

(2) The GSA will arrange for periodic inspections to insure compliance with safety, health, and sanitary codes.

b. Other Concessions. In the case of contracts and permits to which the GSA is a party, officials of tenant agencies shall not, unless authorized by the GSA, instruct concessionaires concerning type of service, articles to be sold, prices, or any other phase of operations. They shall communicate their wishes and requirements in such matters and shall refer suggestions and criticisms by Federal employees to the GSA building superintendent or to the appropriate regional official of the GSA who will take such action as deemed appropriate.

4. Requests for New Concessions. Subject to the provisions of item 5 below, concessions services shall be such as are satisfactory to the principal tenant agencies. No new concessions service will be provided unless it is requested by a responsible official of an interested tenant agency, except under the following conditions:

a. Vending operations by the blind may be approved under the provisions of the Randolph-Sheppard Act (see item 6 b. below), without a specific request from a tenant agency; provided the tenant agencies concur or offer no objection.

b. When new buildings are constructed or leased, or when existing buildings become temporarily vacant, the GSA will estimate the concession services which will be needed, after consultation with the prospective tenants if they are known. It will then provide space and equipment for such services, so far as circumstances will permit. When the buildings are occupied, services will be limited to those desired by the building occupants.

5. Approval of Requests. The GSA's approval of each proposed concession will be subject to the following requirements:

a. There shall be adequate justification for each concession.

b. Sufficient funds shall be available to defray the cost of providing necessary utility lines, preparing space, and doing other things for which the Federal Government will be responsible.

c. Sufficient and satisfactory space shall be available for the purpose.

d. It shall be possible to establish and operate each concession in conformance with safety, health, and sanitary codes.

e. There shall be no contravention of the provisions of law, or the terms of any lease (except with the prior consent of the lessor).

f. The proposed concession shall not be detrimental or objectionable to other tenant agencies in the building.

g. Commodities and services sold shall be limited to those which Federal employees may need to obtain while on duty, which are essential to their health, comfort, or efficiency, and which cannot be obtained conveniently from nearby existing facilities, provided, that this requirement shall not prevent the approval of:

(1) Concessions required to service a functional need of a tenant agency, as when the Government provides meals to inductees into the armed forces.

(2) Vending stands to be operated by the blind, for the sale of articles authorized to be sold under the provisions of the Randolph-Sheppard Act (see item 6 b. below).

h. Except when unusual conditions prevail, each concession shall be such as will serve all Federal employees in the building. This does not preclude the establishment of duplicate facilities when justified by the size of the building.

6. Selection of Concessionaires

a. General. Except as provided in paragraph b., below, operators normally will be selected on the basis of competitive bids. Federal-employee groups will not be authorized or permitted to operate vending machines in competition with blind persons, or in conflict with concessions operated under contract. Except as permitted by 3 a. above, a Federal-employee group will not be authorized to operate concessions other than vending machines, if satisfactory service can be provided by the blind or through the medium of competitive bids.

b. Blind Persons

(1) Preference. In authorizing the operation of vending stands on Federal property which it operates, maintains, and protects, the GSA will, so far as feasible, give preference to blind persons licensed by State licensing agencies designated by the Department of Health, Education, and Welfare under the provisions of the Randolph-Sheppard Act (Public Law 732, 74th Congress; 49 Stat. 1559; 20 U.S.C. 107). This preference will be accorded insofar as such vending stands may be properly and satisfactorily operated by blind persons without unduly inconveniencing the GSA or adversely affecting the interest of the United States.

(2) Surveys of Vending Stand Opportunities. The GSA will cooperate with the Department of Health, Education, and Welfare in making surveys of vending stand opportunities for blind persons on Federal property operated, maintained, and protected by the GSA, and will cooperate with the State licensing agencies in selecting locations and relocations for such stands and the types of stands to be provided. In making such selection, consideration will be given to the requirements of occupant agencies, the availability of suitable space, and the funds required for space preparation.

(3) Articles To Be Sold. So far as feasible, items sold at vending stands operated by the blind will consist of newspapers, periodicals, confections, tobacco products, articles dispensed automatically or in containers or wrappings in which they are placed before receipt by the vending stands, and such other suitable articles as may be requested by tenant agencies and approved for each location by the GSA and the State licensing agency.

(4) Vending Machines. The GSA will authorize the installation of vending machines in a manner that will achieve and protect preference for the blind in the operation of vending stands. To that end it will in each case request the State licensing agency for the blind to arrange for the installation and operation of vending machines approved by the GSA and the tenant agencies, which will be in reasonable proximity to a vending stand operated by a blind person and which, if operated by others, would be in direct competition with such stand.

7. Scheduling Patronage. When requested by the GSA, each tenant agency should endeavor to schedule the times at which its employees may use concession services, so that patronage will be distributed evenly over a reasonable serving period.

8. Consumption of Foods and Beverages Outside Concession Areas. In the interest of safety, cleanliness, and sanitation, patrons shall be encouraged to consume goods and beverages at the point of purchase. When foods or beverages are removed from the concession area for consumption, agency heads shall require that:

a. Beverages and liquid foods be in covered containers.

b. Empty bottles be returned to the concessionaire.

c. Empty cans be placed in receptacles provided by the concessionaires, or be placed alongside office waste receptacles.

d. Liquids not be poured into waste receptacles.

e. Spillage of liquids in corridors, lobbies, or work areas be avoided.

f. Nondisposable dishes, silverware, and other utensils not be removed from concession areas without the permission of the concessionaire, and those removed with his permission be returned promptly after each use by the person granted permission.

Violation of the above requirements may make it necessary to withdraw the privilege of carrying foods and beverages from concession areas.

9. Provision of Music in Work or Concession Areas. As in the case of other concessions, the broadcasting of music in work or concession areas shall be subject to the prior approval of the GSA. Approval will be subject to the applicable provisions of item 5 above, and to the following requirements:

a. The interested tenant agency shall accept responsibility for the satisfactory selection of music and other aspects of the service.

b. The music shall be provided without expense to the GSA, and in concession areas without expense to the concessionaire, except with his prior concurrence.

c. Installations incident to the provision of the music shall be satisfactory to the superintendent of the building.

d. The provision of the music shall not unduly interfere with the satisfactory operation of a concession.

e. The installation shall not be used for commercial advertising.

6443.23 - Operation and Repair * * *

*-1. Operation of Government-Owned Buildings. Services and utilities necessary to make space usable for ordinary purposes will be provided. Buildings and equipment, including grounds and approaches, will be operated, maintained, and repaired.

2. Operation of Leased Buildings. Operation of space in leased buildings will be based on the same standards and levels of service provided in Government-owned space. However, the scope of the operation and maintenance performed by the GSA will be predicated on the extent of the lessor's liability therefor under the terms of the lease.

3. Protection. Normal safety and fire and guard protection will be furnished to provide for the safety of visitors and occupants of the buildings, the maintenance of order, and the protection of the Government's interest in the property.

Security guarding can be made available on a reimbursable basis at the request of tenants, provided specific authority for such expenditure is given in agency appropriation act language or other law.

4. Alterations and Improvements

a. It is the policy of the GSA, with due regard to the program activities of the agencies concerned, to hold all improvements and alteration work to the absolute minimum required to house the agencies and to permit them to carry out their program in an efficient manner.

b. Alterations, improvements, and repairs will be made to buildings and facilities as necessary to protect the investment of the Government, within the limit of funds available therefor. Such work shall be performed in leased premises by the GSA to the extent that the Government is responsible therefor under the provisions of the lease, provided that the limitations of the Economy Act (40 U.S.C. 278a) are not exceeded, except as otherwise provided by law.

c. Alterations in space in buildings for which the GSA controls operation and maintenance will be made to the extent necessary as a result of moves ordered by the GSA in the assignment or reassignment of space.

d. Space adjustments or alterations requested by an agency for its convenience in rearranging, expanding, or consolidating activities, or for laboratory, scientific, or-*

*-other special functions will be performed on a reimbursable basis, subject to approval of the changes by the GSA. Approval will be based on engineering and structural limitations of the buildings, conformance with policy and normal practices in the building, and limitations due to lease provisions or law. All such work shall be performed under the supervision of the GSA.

e. Agencies assigned space by the GSA are not authorized to negotiate with lessors or other sources for alterations, utilities or other services, exchanges of space, or changes of any nature without prior approval of the GSA.

5. Conservation of Services. Occupant agencies should assist in the management of buildings by practicing good housekeeping methods and, wherever possible, by exercising economies in the use of electric current, heat, and other services. Electricity should be conserved by turning off lights and equipment when not needed. Supplies furnished in the servicing of the buildings should be conserved. Equipment and furnishing should be kept neat and orderly. Storage of books, papers, and other materials on the floor or on top of equipment, desks, or tables should be avoided. Trash and other waste materials should be disposed of in the receptacles provided. Soiling or damaging walls and other painted surfaces is prohibited.

It is the responsibility of agencies occupying space in Government- owned or -leased quarters to require observance by their employees of such conservation practices.

6. Property Pass. Optional GSA Form 7, Property Pass, is prescribed for use by all agencies requiring a pass for the removal of tenant agency controlled Government property from Federal buildings. The form may be used for the removal of personally owned property when under security regulations. It is to be filled in and signed by the person authorizing the removal of the property. The person authorized to remove the property is to surrender the pass to the guard when leaving the building. The disposition of the pass after collection by the guard is a matter of administrative determination to be made by the using agency.

6443.24-* - Moving. Moving of office equipment, furniture and furnishings, and other personal property will be a GSA responsibility when required as a result of moves ordered by GSA in the assignment, reassignment, and control of space.

Moving services requested by an agency for its convenience in rearranging or consolidating activities will be performed on a reimbursable basis.

*-1.-*Moving Furniture and Furnishings. In accordance with section 210(g) of the Federal Property and Administrative Services Act of 1949, as amended, the moving of furniture and furnishings in the reassignment of space under the control of GSA for space assignment purposes shall be restricted to the fullest extent practicable in the interest of efficiency and economy. Furniture and furnishings (except filled file cabinets) shall not be moved when suitable furniture and furnishings can be made available to the agency, or segment of an agency, reassigned to a new location.

*-2.-*Determinations With Respect to Moving. Since the determinations with respect to the availability of furniture and furnishings for outfitting an office are dependent to a large degree on the size, location, and type of occupancy of the individual blocks of space which may be involved, the determinations required by section 210(g) of the act shall be made by appropriate GSA officials, in consultation with duly authorized agency officials, at the local level as circumstances in each case warrant.

Determinations shall be based on accomplishing the move (1) at the least total cost to the Government, (2) without engaging in new or extensive procurement of furniture, and (3) without causing undue delay in the work schedule of the moving agency.

*-3.-*Furniture and Furnishings Not Moved. The furniture and furnishings previously used by the moving agency or unit and not moved to the new space shall pass to the control of the GSA without reimbursement, except when purchased from trust funds as provided by the act.

Such furniture and furnishings passing to the control of the GSA shall be inventoried jointly by the moving agency and the GSA. The inventory report showing joint concurrence shall be used to document equipment record adjustments, except when a purchase document for trust fund furniture is available.

*-4.-*Agency Internal Moves. Internal moves made by agencies within assigned areas and not subject to space reassignment action by the GSA are exempt from the requirements of this subsection. However, in the interest of efficiency and economy, agencies should restrict the moving of furniture to the extent feasible.

* * * * *

*-6443.25 - Reimbursable Facilities and Services. The following provides guidance to determine which facilities and services will be furnished by GSA in buildings under its control, and the cost of which facilities and services will be reimbursed to GSA.

1. Basic Regulations. Title 2, exhibit 8, appendix C of GSA Regulations outlines the principles governing the financing, management, and servicing of GSA-controlled buildings.

2. Supplementing Act. The Independent Offices Appropriation Act has included the following proviso for the past few years which supplements listing under item 5.

> Appropriations available to any Department or agency during the current fiscal year for necessary expenses, including maintenance and operating expenses, shall also be available for reimbursement to the General Services Administration for those expenses of renovation and alteration of buildings and facilities which constitute public improvements, performed in accordance with the Public Buildings Act of 1959 (73 Stat. 479) or other applicable law, and transfer or reimbursement to applicable appropriations to said Administration for rents and related expenses, not otherwise provided for, of providing, directly or indirectly, such suitable general purpose space as may be required by any such Department or agency, in the District of Columbia or elsewhere.

The above proviso must be included in the act each year to remain in force and the guidelines in item 3 are dependent upon the inclusion of such a proviso.

3. Guidelines. The above act, GSA Regulations, and other pertinent factors have been considered in the establishment of these guidelines.

a. Funds are generally available, except as set forth under item b below, to reimburse the GSA for:

(1) Rent, services, facilities, building equipment, alterations, repairs, and betterments of federally owned or leased buildings operated by the GSA on a reimbursable basis.

(2) Services, facilities, building equipment, alterations, repairs, and betterments for which specific authorization for payment is provided in Department's appropriation acts or other applicable law.-*

*-(3) Services, facilities, building equipment, and minor alterations, repairs, and betterments over and above those normally provided by the GSA.

(4) Space adjustments for scientific, laboratory, or other specialized purposes or for special equipment; such alterations, repairs, and betterments as are incident to the installation of such equipment; and for services required by the special nature of the installations.

(5) Equipment (other than building equipment for normal space use), and furniture and furnishings (except air conditioning, fans, and water-cooling units, not required for scientific, laboratory, or other specialized purposes).

(6) Alterations, repairs, and betterments, other than those set forth in items (3) and (4) above, when GSA certifies its funds are inadequate. Regional Offices and Stations will request such certification from respective GSA regional offices.

(7) Equivalent leased space for another agency removed from Government-owned space needed by the Forest Service to provide additional space for expanding programs, including moving expenses such as packing and drayage.

b. Funds are not available in absence of specific legislative authorization to reimburse GSA for:

(1) Air conditioning, fans, and water-cooling units for normal, as contrasted to specialized, purposes. See (5) under item a above.

(2) Guard service, either for normal or other than normal purposes.

(3) Rent for space in the District of Columbia.

(4) Rent for space where rental responsibility has been transferred to GSA by budgetary adjustment.

(5) Rent, services, facilities, building equipment, alterations, repairs, and betterments, when GSA has been advised on GSA form 1807 of anticipated needs.

(6) Facilities, services, and building equipment necessary for normal use in Federal buildings and in leased buildings occupied on a nonreimbursable basis.-*

*-(7) Facilities, services, and building equipment, necessitated by moves ordered by GSA.

(8) Items furnished uniformly throughout buildings; such as, utilities and cleaning.

4. Limitations

a. The "Listing" under item 5 is general in nature and must be used in accordance with the guidelines in item 3.

b. Expenditures must be for the sole benefit of the Forest Service. Funds are not available to provide for a revision of a building electrical system solely to provide lights in Forest Service space in a multiple-agency occupied building.

c. The installation of lights, flooring, etc., must conform to GSA design standards for the particular building. In the absence of compelling justification, isolated areas should not be selected for improvement.

d. In GSA-controlled buildings, outside the District of Columbia, expenditures covered by item 3a(6) above may be made within the "Limitations" and if the total estimated expenditure is not in excess of $1,000. Above that amount, and in the District of Columbia, all requests (with justification statement) including lighting, acoustical treatment, and floor coverings, shall be submitted to the Washington Office for approval by the Department Office of Plant and Operations.

e. Where two or more Departments are involved, requests together with justification shall be submitted to the Washington Office for consideration by the Office of Plant and Operations and transmittal to the appropriate Department.

5. Listing of Services and Facilities. Following is a list showing fiscal responsibility for furnishing space, services, and facilities in buildings under GSA control:-*

*-Item	Exclusive GSA	Joint[1/]	Exclusive Agency
Alterations, Repairs, and Improvements			
Acoustical Treatment			
Normal		X	
Specialized			X
Building Maintenance	X		
Building Systems (electrical, elevator, heating, plumbing, refrigeration, sewage, ventilating)	X		
Electrical			
Lights			
Normal use		X	
Specialized			X
Outlets			
Normal	X		
Above normal		X	
Specialized			X
External Maintenance	X		
Floor and Floor Coverings			
Normal		X	
Specialized			X
Painting			
Normal	X		
Out of schedule		X	
Specialized			X
Partitions			
GSA-ordered moves	X		
Normal		X	
Specialized			X
Structural Alterations			
Normal	X		
Above normal		X	
Specialized			X-*

*-Item	Exclusive GSA	Joint[1/]	Exclusive Agency
Equipment			
Air Conditioning			
Normal use	X		
Specialized			X
Agency-Owned			
Installation and connection			X
GSA-ordered move		X	
Repair and maintenance			X
Bulletin and directory boards			
Main entrance	X		
Other			X
Buzzers and annunciators			X
Clocks			
Normal	X		
Above normal		X	
Door Closers	X		
Door Key and Locks			
Normal	X		
Agency security			X
Door Title Card and Holders			
Normal	X		
Specialized			X
Drapes			X
Exhibits			X
Fans			
Normal	X		
Specialized facilities			X
Fire Prevention			
Normal	X		
Specialized			X
Furniture			X-*

*-Item	Exclusive GSA	Joint 1/	Exclusive Agency
Equipment (Continued)			
Laboratory and built-in equipment			
New Federal Buildings			
If notified	X		
If not			X
Other			X
Office Machines			X
Security Devices			
Normal	X		
Agency security			X
Shades and Blinds	X		
Ventilating Equipment			
Normal	X		
Specialized			X
Water Coolers			
Normal	X		
Specialized			X
Rental			
District of Columbia	X		
Field			
Anticipated	X		
GSA-ordered move	X		
Nonanticipated			X
Services			
Cleaning (Janitor and Char)			
Normal	X		
Extra shift			X
Agency-owned equipment			X
Guard (usable only in accordance with special authority)	X		
Moving			
GSA-ordered	X		
Other			X-*

*-Item	Exclusive GSA	Joint 1/	Exclusive Agency
Services (Continued)			
Motion Picture and Public Address System Operators			X
Window Washing	X		
Utilities			
Electricity, Fuel, Gas, Steam, Water	X		

All items are reimbursable if:

a. Building is operated on a reimbursable basis.
b. Space is leased and the rental is reimbursable.

1/ Agency funds available only when GSA advises that its funds are inadequate.

6443.3 - Management of Public Buildings Under Control of Post Office Department

1. Repairs and Improvements in Post Office Buildings

a. Repairs and alterations of a routine nature will be negotiated locally under delegated authority.

b. Proposals requiring major alterations to create space or to complete unfinished space or where alterations or improvements involve two or more USDA agencies and firm agreement cannot be reached between them, will be sent in duplicate to the Washington Office and referred to the Office of Plant and Operations of the Department, prior to submission to regional office of the Post Office Department.

c. Forest Service appropriations are not available for purchase or installation of air-conditioning equipment in post office buildings.

2. Safeguarding Premises. Requests for outside and other door keys should be made to the local postmaster of the building involved. If requests are refused, the matter should be referred to the Washington Office for referral by the Office of Plant and Operations to the Washington office of the Post Office Department. The request should be accompanied by a detailed explanation and justification for the keys. Individuals issued keys to outside entrances of post office buildings will be responsible for the admittance of persons to the buildings after office hours and will be responsible along with Post Office employees if unauthorized entry to the building is gained by use of the key.

Accountability for keys should be maintained on property card records and loss should be reported immediately to the local postmaster.

3. Furniture

a. Procurement. Units in

Federal buildings under the control of the Post Office Department should secure needed furniture from excess lists and sources other than the Post Office Department. Special equipment, such as laboratory furniture or equipment, typewriters, adding machines, etc., must be furnished by the Forest Service.

b. Use and Repair Responsibility. Whenever a field office is assigned space in a building, all furniture being used by such office must be moved into the building. An inventory of the furniture shall be prepared and furnished to the custodian of the building. A receipted copy of the inventory shall be retained by the field office. The Post Office Department will assume custody of the furniture and will be responsible for its maintenance and repair (40 U.S.C. 284).

c. Title to Furniture. Actual title to the property will be retained by the Forest Service and the articles included in the inventory shall be submitted to the property officer of the unit.

d. Release Procedure. When the occupancy of a Post Office building is to be terminated, a list of the furniture of the agency concerned should be submitted to the local custodian, or, if necessary, to the Chier's office for forwarding to the Office of Plant and Operations to obtain the release from the Washington office of the Post Office Department.

e. Surplus. Any furniture that may become surplus to a field office while occupying a post office building may be removed if the removal of such furniture will not require the Post Office Department to purchase furniture to replace that removed. Requests for the release of such furniture should clearly bring out the facts that its removal will not require the purchase of replacements.

6443.4 - Management of Buildings Under Control of Forest Service

6443.41 - General Considerations--Forest Service Building Management

1. Use of Buildings. Space occupied by the Forest Service shall be used only for official business or for authorized employee activities. Admission to any portion of such space may be restricted for security purposes.

2. Display Material. The display of advertising matter, including advertising calendars, is prohibited.

Where justified, bulletin boards may be installed for display material. They should be securely fixed to the building, kept neat, orderly, and up to date at all times and placed under the jurisdiction or a designated person who shall be responsible for their maintenance. Only official notices, employee activity bulletins, officially approved campaign and other approved items of interest to employees shall be posted.

3. Conference Rooms. Conference rooms provided to facilitate the work of the Service shall be restricted to official use except that, when not needed for official work, these facilities may be used for other appropriate purposes when properly justified. Conference rooms shall not be used for meetings of a political or sectarian character or meetings held for the purpose of promoting commercial enterprises.

4. Display of the Flag. Display of the flag shall be in accordance with the regulations prescribed by law (Public Law 829, 77th Cong.; Proc. 3044, Mar. 1, 1954 (19 F.R. 1235, Mar. 5, 1954); 4 AR 82). On all working days and on such other days as are specifically provided for by law or proclamation, weather permitting, the flag shall be displayed on or near all major buildings controlled or occupied solely by the Forest Service. Where the Forest Service occupies two or more buildings on a single site, one flag displayed on the administrative building is sufficient.

The flag of the United States shall be flown at half-staff on all Service buildings and grounds throughout the United States and its Territories for the period indicated upon the death of the following designated officials or former officials of the United States:

a. The President or a former President: for 30 days from the day of death.

b. The Vice President, the Chief Justice or a retired Chief Justice of the United States, or the Speaker of the House of Representatives: for 10 days from the day of death.

c. An Associate Justice of the Supreme Court, a member of the Cabinet, a former Vice President, the Secretary of the Army, the Secretary of the Navy, or the Secretary of the Air Force: from the day of death until interment.

The flag shall be flown at half-staff on all buildings and grounds of the Forest Service in a State or Territory of the United States upon the death of the Governor of such State or Territory from the day of death until interment; also, in the State, Congressional District, Territory, or Commonwealth, upon the death of a Senator, Representative, Delegate, or Commissioner, respectively, from the day of death until interment.

In the event of the death of other officials, former officials, or foreign dignitaries, the flag shall be displayed at half-staff in accordance with such orders as may be issued by or at the direction of the President.

5. Safeguarding Premises

a. Forest Service Nondwelling Buildings. The extent to which Forest Service buildings should be equipped with locks will be left to the discretion of the regional forester or director, provided that a Forest Service building (national forest, research, or special project) which is kept locked when unoccupied or not in use shall have at least one outside door equipped with a lock that can be opened with a Forest Service master key. Any exception to this requirement must have the advance approval of the Washington office.

b. Forest Service Dwellings. At the time of construction, new dwellings shall be provided with regular locks on all outside doors. In addition, one outside door shall be equipped with a *-lock that can be opened with a Forest Service key.-* The same locking arrangements shall be provided on existing dwellings if requested by tenant. When the dwelling is vacated, the door will be secured with the *-lock that can be opened with a Forest Service key-* and the regular lock will be left unlatched.

An extra set of keys for regular locks will be retained by a responsible Forest Service employee for use in the event of loss. Accountability records will be maintained for keys to regular locks and such keys will be safeguarded the same as Forest Service keys.

c. Other Buildings and Premises. Government property and equipment must be protected in a prudent manner. All buildings that contain items subject to theft should be equipped with Forest Service locks.

Occasionally special precautions may require the use of commercial or other locks rather than regular Forest Service locks. The use of master keys is encouraged, and building custodians should be provided with master or duplicate keys to insure ready access at all times. Distribution of keys shall be made a matter of record and accounted for in the same manner as other personal property issued to Forest Service officers.

6. Personal Property. The Service will not be responsible for any loss, inconvenience, or injury suffered by an employee as a result of his placing personal property in or on official premises.

In order to eliminate confusion and loss, delivery of personal purchases shall not be made to offices. Employees shall have such deliveries made to their homes.

7. Sanitation. Premises occupied by the Forest Service shall be kept in a clean and sanitary condition at all times. Storage of edible materials shall be in vermin-proof containers.

6443.42 - Signs and Building Directories in Forest Service Buildings

1. Identification of Offices and Stations. For convenience of the public, the buildings, offices, and stations of the Forest Service should be marked by signs or by listing in building directories. Signs should be erected at principal entrances to stations and centers. Principal buildings at such stations and centers should also be identified.

a. General Identification Signs

(1) Standard Design. *-FSH2 5630.6, Sign,-* contains exhibits showing the standard Department design for general use. All Forest Service administrative improvements located in urban surroundings, including regional *-foresters'-* and directors' offices, supervisors' and research center leaders' headquarters, warehouses, garages, and rangers' offices, will be marked with this type of sign.

(2) Specifications. Signs of the standard design may be printed on wood, metal, or glass. Stencils or decalcomanias may be used if feasible. They shall consist of a vertical bar with the letters "USDA" and a field containing the name of the office or station. The words

of the

U. S. Department of Agriculture

shall appear in the field, and may be subordinate in location and size of letters to the name of the office or station being identified.

Example: Northeastern Forest Experiment Station, Forest Service, of the U. S. Department of Agriculture.

The letters "USDA" in the bar shall be larger than other lettering on the sign. Colors shall be white letters on medium green background or medium green letters on white background. The signs may be of any size to meet Service requirements but shall approximate the proportions shown in the * * * Sign Handbook.

(3) Exceptions * * *. Existing signs need not be changed to conform to the above, but no new signs shall be erected or nonconforming signs replaced except in accordance with this code.

b. Special Types of Signs. These instructions need not apply where local environment dictates a more appropriate type of sign, such as rustic signs on national forests, raised bronze or carved stone letters on buildings, etc. On all such signs, however, if the name of an agency of the Department appears, the words

of the

U. S. Department of Agriculture

shall also appear.

c. Other Special Purpose Signs. Departmental design need not apply in any respect with regard to special purpose signs, such as those intended to control, warn, or direct or to those which identify physical features, etc., when the name of an agency is not involved.

d. Cooperative Agencies. This section need not apply to signs identifying activities carried on cooperatively with another agency outside the Department. However, on any such sign where the name of a Department agency appears, there shall follow in smaller letter the words

of the

U. S. Department of Agriculture

e. Federal or Leased Buildings. Officials of the Post Office Department and GSA should be contacted regarding size and type of signs permitted in buildings under their control.

In case of leased buildings the terms of the lease should cover signing needs.

Where signs are not permitted in either Federal or leased buildings, adequate identification may usually be obtained in building directories together with door lettering or door cards.

f. Agriculture Stations and Centers. As signs at the principal entrances to Department stations and centers will show that the establishment is a part of the Department of Agriculture, signs within the area which identify occupants of buildings or areas and which contain the names of the Forest Service, need not be followed by the words

of the

U. S. Department of Agriculture.

g. Door Lettering and Door Cards. In general, the words "U. S. Department of Agriculture" shall come first in letters not smaller or less conspicuous than those used elsewhere in the lettering. However, if for public convenience the name of the office or station should stand out, it may come first, followed by the words

of the

U. S. Department of Agriculture

in letters of the same size or smaller than those used in the name of the office or station.

2. Building Directories. The words "U.S. Department of Agriculture" shall precede Forest Service listings in letters not smaller or less conspicuous than those used in Forest Service listings.

6443.43 - Vending Services in Forest Service Buildings

1. Purpose and Definition. Many offices of the Forest Service are so located that adequate facilities for soft drinks, cigarettes, or lunches are not readily available to employees. In order to expedite the conduct of official business, space in buildings occupied by the Forest Service may be used to provide vending services subject to criteria and procedures listed below.

Vending services include cigarette, candy, food, soft and hot drink machines, other vending machines, pay telephones, and stands established by the blind as authorized in 20 U.S.C. 107-107f. Except for blind stands, cafeteria and lunchroom facilities are not covered by these regulations, and shall be referred to the Chief for consideration and approval action.

2. Authority. Subject to the provisions outlined below, regional foresters, directors, or their designated acting are authorized to determine needs, issue and approve permits, designate space use, and inspect operations under employee organizations. This authority may in turn be delegated to forest supervisors and research center leaders. Where two or more Department agencies occupy the same building, departmental approval is required.

3. Determination of Need. Vending services, except those furnished in stands operated by the blind as authorized by 20 U.S.C. 107-107f, shall not be installed in buildings or space occupied by the Forest Service unless a written determination has been made that the services are needed in the expeditious conduct of official business because adequate commercial facilities are not readily available to employees. The written determination on shall form part of the official file.

4. Permits. The installation of vending services, including blind stands, must be covered by written permit approved by an authorized officer.

The advice of the Regional Forester or Director should be obtained when a field office desires to install vending services.

*-5. Disputes. A detailed report shall be submitted to the Washington Office concerning disputes with a State licensing agency for the blind concerning issuance of or terms of a permit for vending operations. The Director of Office of Plant and Operations will review the case and make final decisions.

6. Annual Report. A report shall be submitted by July 15 to the Washington Office for transmittal to the Office of Plant and Operations of the number of applications for vending stand locations received from State licensing agencies for the blind for the preceding fiscal year, the number accepted, the number denied, and the number still pending.-*

6443.44 - Fire and Accident Prevention

1. General Precautions. All reasonable precautions must be taken to prevent accidents and fires. Premises must be kept in good repair. Office and other equipment, extension cords, etc., must be so placed as not to create hazards. Applicable sections of *-FSH 6179.12,-* Health and Safety Code, should be *-followed.-*

2. Fire Reports. Fires occurring on Government-owned or -leased property shall be reported in single copy to Regional Offices and Station headquarters on Federal Fire Council Form 9, Report of Fire Loss, as soon as practicable after each fire. The property involved will be identified immediately above the block designated "Agency." The date the fire occurred will be shown in the block designated "Fiscal Year." No report will be made on Category D, Forest Grass and Tundra.

Regions and Stations will compile the reports on a fiscal year basis and submit a consolidated report on form 9 to reach the Washington Office not later than the fifteenth of September following the close of the fiscal year. The property involved and date need not be shown unless required by instructions in the report. Category D, Forest Grass and Tundra, will be compiled by the Washington Office.

Regional Offices and Station headquarters will stock the form. Forms are available in Central Supply. When a fire occurs, the reporting unit will requisition forms for the report.

* * * Fires exceeding $1,000 in damage, and fatalities or serious injuries resulting from the fire, will be reported by telephone or wire to the Regional Office or Station headquarters as soon as practicable, but not later than the working day following the occurrence of the fire, unless report is made in accordance with FSM 6181.4. Regions and Stations will report fires exceeding $10,000 in damage,

and fatalities or serious injuries resulting from the fire, to the Washington Office by telephone or wire.

3. Fire Extinguishers. Fire extinguishers will be supplied for Supervisor Offices, Ranger headquarters, or other administration buildings where needed for protection of Government property. The size and type to be used will be determined by the degree of risk and freezing hazards. The soda-acid type of extinguisher *-will-* not be furnished when there is likelihood of freezing. Carbon tetrachloride units shall not be installed. Backpack pumps may serve the purpose under certain circumstances. Fire extinguishers which are in place should be filled to capacity at all times, and periodic inspection must be made regularly to determine that they are in workable condition.

4. Smoking. Smoking is prohibited in any area used for the storage or processing of flammable materials or where smoking would endanger public property or interfere with the transaction of public business.

a. Signs. "No Smoking" signs shall be displayed wherever necessary.

b. Specific Restrictions

(1) Throwing Cigars and Cigarettes Out of Windows. Throwing lighted cigars and cigarettes out of windows is prohibited.

(2) Placing Lighted Cigars and Cigarettes in Wastebaskets. A serious fire hazard is created by * * * depositing cigars, cigarettes, matches, etc., in office wastebaskets and trash containers. Every employee should be cautioned against careless handling of such material, and ashtrays should be examined for live ashes before being emptied into wastebaskets.

c. Smoking in Elevators. *-Smoking in elevators has resulted in personal injury and property damage and is frequently the cause of annoyance to, and complaints by, other passengers. It should be discouraged.-*

5. Storage of Equipment and Material. All stored equipment and material must be placed in an orderly manner and so arranged as to leave free passage and permit adequate inspection and fire protection. Stored material shall not be stacked in such a manner as to create fire or accident hazards. In areas protected with a sprinkler system, there must be at least a 12-inch (preferably 18-inch) clearance between the sprinkler head deflectors and the stored material. In areas without sprinkler systems, there must be at least a 24-inch clearance between the bottom of the lowest overhead beam or girder and the

stored material. In general, letters and papers, when stored, should be placed in closed metal filing cases or cabinets. Metal shelving should be used for the storage of books, bulletins, and pamphlets.

Safety practices in the storage and care of flammable material and explosives are provided in FSH 2 6181.02, Health and Safety Code. Each Forest officer concerned should become thoroughly familiar with these safety standards.

6. External Hazards. Every effort should be made to avoid occupancy of any area adjacent to hazards; such as, flammable or explosive materials, and health hazards. Where such occupancy is necessary, all reasonable precautions shall be taken.

7. Other. For further details regarding fire and accident prevention measures, refer to appropriate paragraphs in FSH2 6181.02, Health and Safety Code.

6443.45 - Installation of Employee-Owned Equipment

1. Hot Plates, Coffee Makers, and Similar Appliances. An office desiring to have an employee-owned electrical appliance installed in a Forest Service building shall submit a request in writing to the officer in charge of the building in which the installation is to be made. The request shall describe the appliance and its intended use.

The building officer in charge will approve or disapprove the request in writing, and will specify such special provisions for use, maintenance and inspection, and reimbursement for electricity use as may be necessary to protect the Government's interests.

2. Air Conditioning Units. No employee-owned air-conditioning equipment should be installed without prior approval of the Regional Forester or Director. A lease on General Services Administration form 1300, Lease Agreement (sample follows) or an agreement similar thereto will be required for approved installations.

GENERAL SERVICES ADMINISTRATION

LEASE AGREEMENT

(EMPLOYEE-OWNED AIR-CONDITIONING EQUIPMENT)

TO:	DATE

The United States of America, acting by and through the Administrator of General Services, represented by the undersigned contracting officer (hereinafter called the "Government") hereby proposes to enter into a contract with you as follows:

1. In accordance with request dated _____ the Government will install the below identified air-conditioning unit(s) meeting Government standards, to be furnished by you for installation by the Government at _____

   _____

   for the sum of $_____ to be paid upon your acceptance of this proposal.

MAKE	MODEL	SERIAL NO.

2. You hereby lease the said equipment to the Government rent free for a period of _____

   _____

   commencing with the date of installation.

3. The Government will provide electric current during normal work hours and keep the said air-conditioning unit(s) in repair during the lease term.

4. At the expiration of the lease term or as provided in clauses 2 and 3 of the General Conditions on the reverse hereof, you will remove the air-conditioning unit(s) at no expense to the Government and assume any restoration expense.

5. The General Conditions on the reverse are made a part hereof.

6. You may accept this proposal by signing (all parties having an interest in the air-conditioning unit(s) must sign) and returning to the undersigned contracting officer the original and one copy hereof within _____ days after you receive it. A copy is attached for your file.

Accepted this _____ day of

_____ 195___

By _____

_____

_____

_____

UNITED STATES OF AMERICA
Administrator of General Services

By _____
(Contracting Officer)

Title _____

Address _____

_____

GSA FORM 1300
MARCH 1956

TITLE 6400 - PROPERTY MANAGEMENT

GENERAL CONDITIONS

1. Installations in rented buildings will be subject to the terms and conditions of the building lease.

2. The Government reserves the right to require removal of the equipment by the employee, without cost to the Government, upon demolition of the building, or if the equipment, in the opinion of the contracting officer, should become a hazard, obstruction or inconvenience to the operation and maintenance of the building. If GSA orders the relocation of the employee's agency to other space or relinquishes the space, if rented, the Government will bear the cost of moving and reinstallation in the new location provided the equipment is required in the new location.

3. The employee may remove the equipment, without expense to the Government, upon his transfer, reassignment to another space or severance from Government service, upon notice in writing to the contracting officer.

4. The employee may transfer the equipment to another employee upon written application approved by the contracting officer. Upon obtaining such approval the lease agreement may be assigned to the new owner.

5. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

6. The employee warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the employees for the purpose of securing business. For the breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration the full amount of such commission, percentage, brokerage, or contingent fee.

6443.46 - Standards for Repair, Maintenance, and Inspection of Forest Service Buildings and Facilities

1. Repair and Maintenance of Forest Service Owned Buildings. Buildings erected on national forest areas will be maintained in accordance with standards in *-FSH2 5651.63a, Buildings, -* and supplemental regional office instructions.

2. Inspection of Buildings or Facilities. Inspection of buildings or facilities shall be made by qualified Federal, State, or municipal inspectors. Except as authorized by law, inspection services may not be contracted for.

a. Applicable Codes. Building and building facilities under the control of the Forest Service shall be subject to local codes and ordinances relating to inspection, except where Federal inspection is made. In the absence of local ordinances, inspections shall be made in accordance with the following. *-(See 4 AR 80. Form AD-137, Boiler and Pressure Vessel Inspection Report, referred to in exhibit E, can be obtained from Central Supply.)-*

(1) Minimum Requirements. Units having control of any of the following facilities shall observe the minimum inspection requirement noted opposite each item:

(a) Boilers and other pressure vessels.	Once a year
(b) Heating facilities.	Once a year
(c) Air conditioning and refrigeration facilities (exclusive of household refrigerators).	Once a year
(d) Elevators.	Twice a year, including a standardized safety test once a year.

Forest supervisors, district rangers, or research-center leaders will make extensive condition inspections of buildings under their direct charge once annually. This should be done at field stations in conjunction with scheduled field trips.

Special building condition surveys will be made by qualified technicians in those cases in which structural or other deficiencies are disclosed in the course of building inspections by forest supervisors, district rangers, or other administrative personnel.

The annual inspection of boilers and other pressure vessels will be made by qualified Federal, State, municipal, and private inspectors. Regional foresters and directors will establish procedures for review of all inspection reports.

(2) Correction of Deficiencies. Deficiencies found on inspection shall be corrected immediately.

b. Fire Inspection. All premises occupied by the Department shall be inspected for fire hazards at least once a year. This should normally be done in connection with regular building inspections.

Storage areas containing flammable materials and all areas containing explosives or other highly flammable materials shall be inspected at least once a month. Action to correct hazardous conditions found in inspection shall be taken immediately, where local fire department inspectors are available.

3. Additional Requirements. In addition to code compliance as outlined, the following shall be observed in connection with buildings and building facilities.

a. Elevators. Capacity limits shall be clearly posted on all freight and passenger elevators and shall be strictly observed. Elevators, other than automatic passenger-operated, shall be operated only by qualified persons holding permits for such duty.

b. Electrical. Precautions shall be taken to determine that circuits are not overloaded; that over-length extension cords are not used; that buzzer, telephone, and other electrical wiring does not present a hazard to personnel or the premises; that paper shades (other than parchment or other types on wire frames) are not placed over electric lights; and that any inadequate or deficient wiring, connections, or appliances are promptly replaced.

c. Entrances and Exits. All premises shall be provided with adequate entrances and exits, and, when necessary, normal building exits shall be supplemented by fire escapes. Stairways and landings must be kept in good repair and adequately lighted and shall not be blocked by equipment or other material. Corridors and exits shall not be blocked at any time.

d. Floorloads. Prior to the installation or storage of equipment or furniture, all floors shall be inspected and, where necessary, the load capacities determined to prevent any possible overloading. Where necessary, floors shall be clearly placarded with the allowable safe floorload capacities.

TITLE 6400 - PROPERTY MANAGEMENT

6444 - * * * * *

6445 - RESIDENCE OCCUPANCY

6445.3 - Rules

1. Permissive and Required Occupancy (FSM)

(Continued on next printed page)

2. Locks on Forest Service Dwellings (FSH 6443. 4)

6445. 4 - Rental Principles and Appraisal Procedures

*-1. Purpose. The purpose of these instructions is to establish the principles and procedures for servicewide use in determining and administering rents and service charges for quarters supplied employees under the provisions of Bureau of the Budget circular A-45, amended.

2. Definition. The term quarters applies to all housing supplied under specific Government direction, as an incidental service in support of Government programs, including:

a. Housing owned or leased by the Government.

b. Housekeeping and nonhousekeeping units (including trailers), furnished and unfurnished, located either within the Continental United States or in U. S. territories and possessions.

Quarters do not include buildings or structures that are not walled in on all sides; in other words, four walls, roof, and floor.

3. Rental Principles

a. Basic. Rents shall be set at levels commensurate with those prevailing for comparable private housing in the same homogenous economic area, as defined under 4c.

b. Factors. This rule of comparability may be modified in determining rental levels, by the following factors:

(1) Isolated locations where no comparable private housing is available.

(2) Use of quarters for official business such as offices, visiting officials, etc.

(3) Size and quality of quarters in excess of needs.

(4) Excessive differential in the private market between furnished and unfurnished quarters.

c. Utilities. The rule of comparability is applicable also to Government charges to Government employees for utilities (heat, electricity, gas, water, ice, and telephone). Charges are set by comparison with local domestic rates-*

*-for similar services and are to be clearly identified and distinguished from charges for rent. However, in establishing rental rates for rooms, the room rent may combine shelter, rent, and utilities without distinction.

4. Appraisal Procedure

a. Establishing Survey Boards. Each region and station will set up a rental survey board with members designated by the regional forester and director as follows:

One representative from the regional office, one from the station, one from each forest and work center in the area where the rates are being surveyed, and if convenient, a private citizen in a position of trust who has knowledge of local real-estate conditions and who would be willing to serve without compensation.

The forest and work center local members will change as the different areas are appraised. Survey board members will not be occupants of the dwellings.

Each rental survey board will appriase all quarters subject to rental by the prescribed appraisal methods which are based on the rule of comparability. This method calls for sampling private rental housing that is comparable to Government quarters and is in those towns or cities closest to Government quarters that provide schools, churches, doctors, dentists, markets, and other similar community facilities. Obtaining comparable private rent samples in many comparable areas will result in rental rates which reflect the normal rental market.

The same appraisal will apply to both region and station housing in the same region, zone, or other area established as the appraisal unit.

When desirable, rental survey boards should consult with private real-estate dealers, bankers and other informed local businessmen, Federal Administrators such as regional representatives of the Housing and Home Finance Administration and other agencies, within and outside the Department, that furnish housing to employees.

b. Basic Data on Government Quarters

(1) Inventory of Government Quarters. Form 6400-1, Individual Government Quarters Inventory, will be prepared or revised for each Government-quarters building, -*

trailer, or bunk space. Copies will be provided for Region or Station files and Forest or work center files.

(2) * * * Classifying Government Quarters. * * * The data on the Individual Government Quarters Inventory forms provide the basis for this classification. The following are the classification standards:

Accessibility Groups

Group 1--Good Accessibility. Within 5 miles of the center of a community having full facilities as compared with one having limited facilities, both of which are defined below.

Group 2--Fair Accessibility. Within 6-15 miles from a group 1 community.

Group 3--Poor Accessibility. Within 16-25 miles from a group 1 community.

Group 4--Isolated. Over 25 miles from a group 1 community.

To qualify as having full facilities, a community should have the following.

1. Shopping facilities for clothing, drugs, hardware, household furnishings, and groceries.

2. Automotive and household repair services, physicians, dentists, banking and post office facilities, and a hospital within 50 miles.

3. Churches of at least 3 denominations.

4. Schools through the 12th grade.

5. Entertainment and social facilities such as a theater, library, service clubs, and youth organizations.

A limited-facility community is one which does not have all the facilities listed above but does meet school needs and the major portion of the daily family food and supply requirements.

*-Classes of Dwellings

Class A - A standard dwelling with three bedrooms or more having heat, lights, running water, and bath facilities.

Class B - A standard dwelling with two bedrooms having the facilities of Class A.

Class C - Three-room guard cabin dwellings.

Class D - Trailer houses for family occupancy.

Class E - Guard stations, scalers' cabins, modern bunkhouses, crew trailers, or quarters for supervisory personnel designed for bachelor occupancy.

Class F - Bunk space and equipment at camps when such quarters are occupied by personnel whose designated headquarters are at such camps. Quarters in this class will consist of cot, mattress, and space in an outmoded building, where inside toilet, bathing facilities, recreation or reading rooms are not available. This classification may be used also in other situations where quarters of comparable value and convenience are furnished at their official headquarters. Tents are not in the category of quarters under the intent of the Bureau of the Budget circular A-45, amended, even though they may have floors and side walls.

Subclass X - This subclass will be used for those quarters which meet class A, B, and C standards of size and facilities but are not of a modern design, in standard condition, or normally desirable quarters. This class applies to quarters with basic deficiencies rather than lack of maintenance, including older buildings which have largely outlived their usefulness and should be (1) abandoned, (2) reconstructed, (3) modernized, or (4) replaced. These will be classified as A_X, B_X, or C_X. This class is not intended as a comparison of the normal standard of residence with the many refinements and innovations in the ultramodern home. -*

*-c. Appraisal Area. The appraisal area should be as large as possible so as to provide equitable and easily administered rates and obtain a larger sample base for determining rental rates. The basic criterion, for establishing areas for application of the sampling procedure to rental rates, must be based on a homogeneous economic area in which cost of living and other related economic factors are generally uniform. These areas should be fairly large and established on the basis of major economic differences. The area may be (1) a region, (2) a State, (3) several States, or (4) major parts of States or regions.

General knowledge of the region, or States within a region, may suggest the rent determination area or zone. Previously collected private rental data or new private rental samples from the entire region or State may indicate zones. First appraisals may require a larger number of samples to make this zoning determination.

Establishing zones is a matter of knowing the territory and then combining into groups those districts or forests which seem to be similar economically. The evaluation of similarity will require a knowledge of the variability within the accepted standard of homogeneity. Once a standard of homogeneity has been established and a zoning scheme proposed, a statistical evaluation can be made of the zoning scheme against the standard. It is important that the rental data used to decide on a zoning scheme not be used in a test of that zoning scheme.

If analysis of private rentals, area living cost indexes, industrialized versus rural areas, and other economic factors do not clearly delineate fairly large areas, zoning may not be possible and the sampling system not useable.

In regions having a small number of Government quarters, appraisals will be made for each dwelling by comparison with private rental rates closest to the location of the quarters. Procedures other than zoning or sampling will be the same for such regions. In these cases at least three private rentals of the applicable classes will be obtained.

d. Sampling Private Rentals. Sampling will be designed to obtain private rental samples that are representative of the rental market in the appraisal areas, in towns or cities (having full facilities) closest to Government quarters, and comparable to the various classes of Government quarters both in quality and usable space. The sampling design and size of sample will be developed with the advice and help of station statisticians. -*

*-Previous regional appraisal data on private rentals can be analyzed and used to develop the sampling design and stratification of sample. Locate on a map the larger towns where samples are to be gathered, zone the tributary areas to the sample towns, and show the numbers and classes of Government quarters within the zone. This will give some idea of weight in the design of the sample and number of samples to be taken in each town.

Proper sampling is absolutely essential for accurate results. For this reason complete and clear instructions will be prepared for sampling personnel. These will specify (1) sampling locations, (2) numbers of samples by classes, (3) method of selecting samples, and (4) method of recording samples. In addition, sampling personnel will be completely familiar with the appraisal system, the principles on which it is based, and the importance of proper sampling.

Some suggested sampling guides are:

(1) Select samples from those communities nearest to Government quarters which have the normal complement of essential community facilities.

(2) Do not obtain samples in areas having known abnormal rent pressures due to temporary booms caused by dam construction projects, major highway projects, resort developments, new military establishments, and similar major effects.

(3) Do not obtain samples from abnormally depressed areas such as ghost towns and communities which are on the downgrade due to loss of their major business, industry, or other foundation of their economy.

(4) Select samples from those sections representative of the general income level of quartered personnel when residential sections in cities or towns range from wealthy to poor.

(5) Do not sample other Government quarters or Government housing projects.

(6) Take only one sample for each dwelling class in single ownership project rental developments where all dwellings within a class are the same and have the same rental rate. The same applies to company-owned unit housing. -*

*-(7) Do not sample company-owned cities or towns unless the company can provide a true rental rate and then take only one sample of each dwelling class.

(8) Samples should have quality and usable space comparable to Government dwellings which are subject to Bureau of the Budget standards on maximum floorspace.

(9) Since class D, E, and F quarters are usually few and of variable rates on the private rental market, sampling is not possible and data should be collected on these wherever they exist in the area.

Sampling personnel will record completely all sample data on Form 6400-3, Private Residence Rent Sample. The individual samples will be tabulated on Form 6400-4, Private Residence Rent Sample Summary. Both forms are sent to the regional office.

e. Rental Survey Board Review of Samples. The forest and center rental survey board should check 20 percent of the locally collected samples to verify suitability and classification.

The regional member of the Rental Survey Board will check at random 10 percent of the private rent samples and review Government quarters classification, if necessary, with the forest or center rental survey board members.

If reviews indicate need for more samples or better data, sampling personnel will gather the additional data before computations are begun.

f. Establishing Base Rental Rates. Regional office, with the assistance of station statisticians, will compute the average rental rate per pay period for each class and statistically analyze the results. Pay period rates are 46 percent of monthly rates. A high level of accuracy is desirable for class A dwellings. This is set at a standard error of the average of 5 percent. Larger deviations may indicate a need for additional sampling, better sampling, or zoning.

The rental rates so developed and the statistical analysis will be submitted to the Washington office for review only for the first time the sampling procedure is used in the region. Any adjustments in the appraisal that are found necessary by this review will be made by the region before adopting the rates or system. -*

*-The final base rental rates, rounded off to the nearest dollar, are recommended to the regional forester by the Rental Survey Board.

Upon approval by the regional forester and director, forests and centers will be provided new base rental rates for each class of quarters. Any deviation from the appraisal results and Rental Survey Board recommendation will be explained and justified in a memorandum for the record on file at the local point and at the administrative office concerned.

Complete records of the appraisal and results will be on file in the regional office.

5. Reappraisal Procedure. Base rental rates will be reappraised once every 3 years to maintain comparability with private rates. Reappraisals will be completed and new rates placed in effect by April every third year.

When a system of adjustment by private rental indexes is developed and approved, new rates may be established by the index method.

6445.5 - Applying Base Rental Rates

1. Definitions

a. Base Rental Rate. The full appraised private rental market value for each class of quarters.

b. Adjusted Base Rental Rate. The base rental rate less adjustments described below. This is the rate charged the employee. Utilities are not included in these adjustments.

2. Adjustment Procedure. Forests and centers will calculate rates for each of their Government quarters by applying the adjustment for accessibility to the base rental rate of the particular class of dwelling. All other types of adjustments should be submitted with recommendations and supporting material for advance approval of the regional forester.

The forests' and centers' record of these adjustments will be placed on Form 6400-5, Government Quarters Rental Rate Summary. The original will be submitted to the regional office. This is the master list of all the Government quarters on the forest or center with their applicable rental rates.

In those cases where base rental rates derived from the appraisal are found inapplicable to particular quarters, the regional-*

*-forester or director may approve an individual exception for a modified rate. However, a memorandum for the record will be made which clearly and justifiably explains the exception.

a. Accessibility Adjustments. Because of isolation of some Government quarters, a reasonable adjustment is made to offset the unusual transportation costs incurred by residents at the station due to the distance from public transportation, shopping, education, medical, and social centers. No attempt should be made to adjust the base rental rate of a station for the intangible disadvantages of isolation.

To provide uniformity, the adjustment for accessibility will be based on 2 trips per week to the nearest community having full facilities. Each of these quarters will be placed in 1 to 4 accessibility groups in FSH 6445. 4, item 4b.

Some Government quarters will be closer to a community with limited facilities than to the community with full facilities which classes its accessibility. In these cases, a transportation adjustment is made which provides for one trip per week to the limited facility community and one to the community with full facilities.

All pay period adjustments for trip allowances will be taken from the following table. Adjustments are rounded to the nearest dollar:-*

*-Accessibility Groups

Distance from community having full facilities[1/]	1 0-5 miles	2 6-15 miles (Av. 10 miles)	3 16-25 miles (Av. 20 miles)	4 Over 25 miles (Av. 30 miles)
No limited-facility[1/] community between quarters and community with full facilities	None	$ 6.00	$ 13.00	$ 19.00
Community with limited facilities within:				
0 to 5 miles	None	3.00	6.00	10.00
6 to 15 miles	--	6.00	10.00	13.00
16 to 25 miles	--	--	13.00	16.00
Over 25 miles	--	--	--	19.00

[1/] Defined in FSH 6445.4, item 4b. -*

Example: Quarters are 21 miles from a community with full facilities and 7 miles from a community with limited facilities. It is classed in accessibility group 3 at the $10 adjutsment rate per pay period, calculated as follows:

Accessibility groups

To	Average distance		Two ways		Total	Rate per mile	Total
Full-facility community	20 mi.	x	2	=	40 mi.	*-$0.08-*	$3.20
Limited-facility community	10 mi.	x	2	=	20 mi.	.08	1.60
							4.80
						Two weeks	x2
						Pay period adjustment	9.60
						Rounded, nearest dollar	$10.00

b. Use of Quarters for Official Business. Some Forest Service officers are frequently required to use a portion of their quarters for official-visitor accommodations, office space, or the general convenience of the public. These official demands or impositions upon a forest officer's housing may be recognized in calculating the private rental market value of the quarters. In each such case, the Forest Service must make a specific determination that the described conditions exist.

The percentage of quarters set aside for official use will be determined on a square-foot or comparable basis. This percentage will be applied to the base rental rate and the rate reduced accordingly.

In general, occupancy of Government quarters creates some effect upon the privacy of the home life of the employee-occupant. However, instructions do not allow for this type of privacy invasion. Allowances for reservation of space for public use, outlined above, govern the extent of adjustments made for this factor.

c. Space in Excess of Employee's Needs or Salary. *-At some stations, an employee may be furnished Government quarters where all the rooms are placed at his disposal, but the quarters exceed the size and quality he would select in a private rental market or are of a higher rental value than his salary would permit him to choose. In such cases if the rental rate exceeds 20 percent of his gross salary, it may be reduced-*

*-to but not below 20 percent of the employee's gross salary (excluding utilities). Such determinations will be fully documented.

There also may be instances when an employee does not need nor desire to use all the rooms of a residence. When this occurs he may be charged only for the number of rooms to be used against the total available, or a rental appraisal may be made of the area to establish a comparable rental figure for housing containing only the number of rooms to be used. If the charge is based on the number of rooms used against the total available the following formula should be used:

$$\frac{\text{No. rooms used}}{\text{Total No. rooms}} \times \text{Rental rate Per pay period} = \text{Rental rate to be charged}$$

Example: If an employee is furnished a 3-bedroom house, renting for $30 per pay period and containing a total of 6 rooms (kitchen, dining room, living room and 3 bedrooms) but has need for only the kitchen, dining room, living room, and one bedroom, the rent may be computed as follows:

$$\frac{4 \text{ rooms}}{6 \text{ rooms}} \times \$30 = \$20 \text{ per pay period}$$

Any adjustment made in the rental rate because all rooms are not used must be clearly documented and written record made to substantiate the reduced rate.-*

d. Excessive Differential in Furnished and Unfurnished Housing. If there is an excessive differential on the private market between rents for furnished and unfurnished housing, that service may adjust the base rental rate, whenever appropriate, by a reasonable charge for furnishings.

e. Distorted Rent Levels. The appraisal method recognizes communities or areas affected by extreme economic conditions, such as may exist in resort areas or boom periods. Such compairsons are eliminated or the appraisal area is widened to take into account more normal rent-level-comparisons.

3. Minimum Rental Rates. The adjusted base rental rates should not be below the following minimum without prior approval of the Washington office:

Minimum Rental Rates

Class (FSH 6445.44)	Rate per pay period: Per building	Rate per pay period: Per employee
A - Standard 3-bedroom, or more, dwelling	$10.00	--
B - Standard 2-bedroom dwelling	8.00	--
C - 3-room guard cabin or A_x and B_x dwellings	6.50	--
D - Family trailer houses less		--
200 sq. ft. or less	5.00	--
200 sq. ft. or more	.03/sq. ft.	--
E - Guard cabins (less than C standard, modern bunkhouses, scaler cabins, and crew trailers)	2.50	$2.50
F - Non-modern bunkhouses, camp quarters, and bunk space	--	1.00

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4. Utilities. Charges for utilities should be clearly identified and distinguished from charges for rent.

a. Telephone *-(FSM 5622)-*

b. Electricity. When commercial power is available directly to the occupant, a separate meter will be installed by the Government to enable the commercial company to bill the occupant separately for this service; the occupant will then pay the commercial company directly. If the arrangement for a separate meter is impracticable, or when electricity is furnished from a Government-owned plant, the value of the services will be deducted from the employee's salary as a separate item in addition to the quarters deduction. Deductions will be based on an appraisal of local domestic rates for similar services.

c. Heat. Employees occupying quarters will furnish fuel for ordinary domestic purposes at their own expense or on their own personal time.

d. Water. When water is furnished by a city or public utility, meters should be installed at each residence and the occupant should pay for water consumed. Where this is impractical, the pro rata share consumed at personal residences and for watering the grounds which immediately surround the residence shall be estimated and charged to the occupant as a utility deduction.

Where the Forest Service operates, owns and operates, or rents (including hauling) the water system serving the residence, the quarters survey should include normal consumption

(Continued on next printed page)

*-and charges paid by occupants of quarters similar to those at the subject station. The value of water thus determined will be charged the occupant as a utility deduction.

e. Gas. Gas for heating purposes will be furnished as indicated in item c above. Butane gas for cooking purposes will be provided by the employee-occupant whenever practicable. When this is impracticable because of supply difficulties or intermingled use, the value of the service will be deducted from the employee's salary as a separate item in addition to the quarters deduction. Deductions will be based on an appraisal of rental survey area domestic rates for similar services.

5. Furnishings. If there appears to be an excessive differential in the private market between rents for furnished and unfurnished housing, it will be necessary to use the comparable rents on unfurnished private units and adjust these, when appropriate, by a reasonable charge for furnishings.

a. Items. The basic rent will include the furnishing of the following items in dwellings at summer and yearlong stations, whether Government-owned or rented by the Forest Service:

Screens	Cupboards
Window shades	Garbage cans
Refrigerators	Linoleum on floors
Cooking and heating stoves	Such other equipment as
Stove boards	it may be good judgment
Kitchen tables	to install for the use of
Doormats	visiting forest officers

b. Furniture Charges. When Government quarters at summer and yearlong stations are furnished with a normal component of furniture (excluding bedding and linen), which fills all or a substantial portion of the furniture requirements of the occupant, the quarters survey should include charges paid in private rentals for similar furnishings.

A reasonable charge for the use of such furniture, determined in accordance with the guidelines below, will be added to the basic rental rate and the total deducted as a quarters charge.

In isolated localities where no comparable private rents for fully furnished quarters exist, or where rentals for such private furnished quarters are out of line, the annual charge for a full complement of furniture in Government quarters will be computed at 7 percent of the original acquisition cost, estimated if not known, to the Government for such furnishings. -*

*-This formula also will be applied for computing the charge for furnishings in Government quarters provided with a substantial portion (but not a full complement) of furniture.

c. Regional Survey Board Function. In cases where the occupant of a Government dwelling feels that the rate of payment for use of Government furnishings is unreasonable, or unfair, he shall submit a full report through his forest supervisor to the regional rental survey board. This report should state fully the reasons why changes in rental charge for furnishings should be made. The regional rent survey board will grant permission for relief if, in their judgment, the requirement is unreasonable or unfair to the occupant. In doing this the board will have the responsibilities of protecting the Government's interest as well as seeing that inequities do not exist.

In reaching decisions, the following guidelines are to be observed by the board:

(1) Relief may be granted if the furnishings are found inadequate for the normal requirements of the occupant or the furnishings are not used by the occupant.

(2) Relief may be granted when the occupant has his own furniture which he prefers to use, and the Government furnishings can be stored or moved to another dwelling and installed at no material cost to the Government. Costs in these cases should not exceed 10 percent of the present value of the Government furnishings to be moved.

Serviceable furnishings under item (1) above will be placed in satisfactory condition and assigned to other Government dwellings where needed. Excess and/or unserviceable furnishings will be disposed of in accordance with standard procedures.

6. Miscellaneous Items

a. Garages. When garages or garage space is furnished, deduction will be made on the same basis as comparable garage charges for private rentals. Separate deductions for garages will be made only in those cases where the surveyed private rental properties lack garage facilities.

b. Sewerage. Sewerage is not considered a utility and the Forest Service will furnish and maintain sewerage systems or make necessary connection with community sewerage systems. -*

*-c. Garbage and Rubbish Disposal. Garbage and rubbish resulting from the use of personal quarters will be disposed of by the individual occupying the quarters or through a personal arrangement with local garbage and rubbish collectors.

7. Quarters Deductions

a. Decisions of Comptroller General. Quoted in part are two decisions of the Comptroller General:

> A-28363, March 20, 1931. Quarters in kind may be furnished by the Government to Federal civilian personnel only as a part of compensation or as an item of subsistence while in a travel status.
>
> A-82606, January 5, 1937 (16 Comp. Gen. 634). Quarters in kind may be furnished to employees, in field parties or otherwise in a travel status, who are not paid a per diem in lieu of subsistence, without deduction of the value thereof from compensation, or to those who are paid a per diem provided the proper deductions are made from the per diem in accordance with section 47(a) of the Standardized Government Travel Regulations.

Under section 75(a), title 5, U. S. C., it is required that when the grade and salary rate for a given position has been established on the basis of duties involved, there must be deducted from salary payments the determined value of any item or items of allowances furnished in kind, and the remainder only paid in cash. Residence quarters constitute such an "allowance in kind." There is no authority for furnishing quarters free of charge at any official headquarters station, however small or isolated; for any period, however short, even though the employee may be required to maintain another residence elsewhere.

It will be noted from the foregoing decisions that deductions for quarters are generally required in all cases other than for individuals in field parties or otherwise in a travel status who are not provided per diem in lieu of actual subsistence expense. Certain exceptions are stated under item b below.

b. Policy

(1) Headquarters and Seasonal Quarters Furnished by Government to Employees. Temporary or seasonal quarters, where furnished in addition to headquarters residences to the same yearlong employee, will be-*

*-considered as necessary adjuncts to headquarters residences and no additional charge will be made for the temporary or seasonal quarters or furnishings therein. One rental rate will apply throughout the season. This yearlong rate will be calculated by totalling (1) the winter or headquarters adjusted base rental rate by pay periods of occupancy, and (2) the seasonal residence adjusted base rental rate by pay periods of occupancy, and then dividing by 26. The number of pay periods occupied will be based on the average season.

Frequently, the scarcity of rental property in a community makes it necessary for a forest officer to maintain his personally owned or rented home at the headquarters location during the period he occupies Government quarters at a temporary or seasonal station. An additional rental charge for Government quarters during the same period would impose an unreasonable financial hardship on the individual. Inequities under such circumstances may be avoided as follows: (1) retain the employee's official station at his headquarters on a yearling basis, and made no charge for the temporary or seasonal quarters or for furnishing therein; (2) in the event the employee subleases his private residence, regular charges should be made for the temporary or seasonal quarters. Whenever the first procedure is applied, it is necessary that the employee's travel letter of authorization specifically preclude any per diem allowance while at such temporary or seasonal stations.

(2) Employees Not Assigned Definite Field Headquarters. Regular or temporary employees, including project crews and foremen, who are not assigned definite field headquarters for specified periods, are generally classed as field parties in travel status, with or without per diem. Spike-camp occupancy is included in this classification. In the absence of other designated headquarters for such workers, their official headquarters will be considered as the forest or other unit headquarters town or station.

Employee's headquarters at ranger district headquarters station, at construction camps, or other comparable locations where permanently erected quarters are furnished shall be subject to quarters deductions while using such quarters.

(3) Lookout Quarters. Since the primary function of a lookout cabin on a tower or other observatory is to provide-*

*- shelter for telephones, lookout board and maps, etc., and to provide a place for observation, the facilities are considered a workshop rather than a residence. No quarters deduction from salary of lookouts will be made when no lodging or living quarters are furnished the employees other than a cabin or observatory workroom. It is determined that use by the employee, alone or with his family, of such meager facilities is advantageous to the Government in that the employee is available in the observatory or cabin at all times during the employment period, and such permission to use such shelter is not deemed to be an allowance in kind having reasonable value as quarters.

When a building or dwelling separated from or in addition to the lookout cabin or other observatory is furnished for exclusive use as a residence, deduction from salary for the appraised value of such quarters will be made. A lookout who regularly occupies such Government quarters should pay the full rental charge. So long as the quarters are assigned to an employee, deductions will be made whether or not the employee is on leave or furlough without pay except that when the quarters are made available to another employee for occupancy while the regular occupant is away, he may be relieved from quarters deduction during those days his quarters are occupied by another Government employee or employees.

In case of intermittent occupancy of a lookout dwelling, a charge will be made for each night a lookout spends at the quarters. The fact that the lookout maintains a home year-long elsewhere does not relieve him of such charge. In computing fractional parts of a pay period, one-fourteenth of the rental rate should be deducted for each day's occupancy.

(4) Rental Charges. The appraised rates determined under a rental survey board procedure will be charged for quarters occupancy under the above circumstances. Tent occupancy will not be subject to quarters deductions, since tents are not recognized as suitable and adequate living quarters under the definition in FSH 6445.4.

8. Appeals. All employees whose rates are being adjusted have opportunity to appeal. Such appeals should be filed in writing within 10 days following notice of rate adjustment.

Regional foresters and directors are authorized to establish a 3-man committee to handle the appeal. This committee must include at least one member from the regional or station level. The other-*

*-members may be from the forest or work center level, but in no case should the members be occupants of rented quarters. The findings of the original survey committee should be available to the appeal committee.

6445.6 - Areas Under Rent Control

1. Regulations. On January 28, 1952, the Director of Rent Stabilization issued an amendment to Rent Regulation 1 which brought under Federal rent control all federally-owned housing rented to employee of Federal agencies. See Federal Register of January 31, 1952, pages 923-924. As a result, Forest Service quarters in defense rental areas occupied by Forest Service employees are brought under rent control.

2. Filing of Rent Schedules. By the terms of the amendment, each unit will file a schedule in every defense rental area, setting out the maximum rent for each housing accommodation furnished to an employee, such maximum rent to be the rent (quarters deduction) charged under the latest appraisal.

The area rent director should be contacted for necessary forms and instructions for their preparation.

3. Designation of Rent Areas. Field units should contact the local area rent director to determine which areas are included for filing purposes. These areas change from time to time as they are recontrolled and decontrolled by the Director of Rent Stabilization.

6445.7 - Quarters Supplied to Visitors. Occasional unofficial visitors need not be charged for the use of Government living quarters provided they have a direct interest in Forest Service programs. It will be the responsibility of the local forest officers to determine whether such individuals have a direct interest in Forest Service activities and act accordingly in furnishing quarters free of charge. Special care will be taken to confine the furnishing of lodgings without charge to bona fide cooperators as determined by local forest officers.

6446 - GOVERNMENT FIELD CAMPS. This is reserved for region and station use and may be further expanded if necessary.

6446.1 - Names and Locations. List major ones.

6446.2 - Subsistence Facilities and Services. List major ones. -*

TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6450 - PROPERTY MANAGEMENT INSPECTION

	Contents	Text Location*
6450.1	Objectives	M
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6452	INSPECTION CHECKLIST--STORES AND CUPBOARD STOCK MANAGEMENT	H
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*Abbreviations:
M - Manual
H - Handbook

TITLE 6400 - PROPERTY MANAGEMENT

CHAPTER 6450 - PROPERTY MANAGEMENT INSPECTION

6451 - INSPECTION CHECKLIST FOR PERSONAL PROPERTY MANAGEMENT

1. Who is designated property management officer? Property accounting clerk? Are they redeeming their responsibilities?

2. Do administrative and supervisory personnel visiting field stations emphasize the necessity for good property management and utilization practices? Review LF, GFI, and GII inspections for this purpose.

3. Are personnel property-conscious? Is there an understanding of procedure? Is the disposal authority clear and is it adequate?

4. What are conditions regarding property utilization? Are utilization standards adequate and followed?

5. Do any units have "pack rat" tendencies? Are offices "hanging on" to office machines and other equipment that are not in current use?

6. Is there excess property on hand? Do forms AD-227 accurately reflect excess holdings? What causes excesses to develop? When causes are determined, is corrective action taken wherever possible?

7. Is excess property being promptly reported? Does it have proper condition code?

8. Are criteria set up for more adequately determining whether all pertinent factors are considered, items should be declared obsolete and scrap, or deemed serviceable enough to justify declaration as excess? Is there a tendency to overclassify? Underclassify?

9. Are acquisitions of excess property without reimbursement through use of the "upgrading" regulations or "pauper's oath" justified? Obtain from form AD-227 mount transferred from other agencies by these methods.

10. Is region or unit facilitating transfer of excess to other Federal agencies? Check quarterly report form AD-227, record amount transferred out. Is adequate followup made with public agencies who fail to make and carry out pickup arrangements?

11. Have boards of survey been designated? Are they functioning satisfactorily?

12. Is property lost, stolen, damaged, or destroyed reported and appropriate action taken by board of survey, including basis for determining liability?

13. Is Government property being given adequate protection against the following:

a. Misuse.

b. Loss, theft, damage or destruction. Check property action for previous period.

c. Unauthorized loaning.

14. Is nonexpendable property properly marked? Stored?

15. Is "housekeeping" including property storage and care at field offices, warehouses, and work projects, satisfactory?

16. Are property records being maintained properly?

17. Is the annual * * * inventory being taken?

18. Are property cards reconciled with general ledger control for nonexpendable property *-in accordance with FSH 6411.33?-*

a. Are property items carried as nonexpendable based on the revised property classification and policy?

b. What is the value of (1) nonexpendable property and (2) all personal property?

-19. Make a test check of nonexpendable property to determine validity of annual property return and control records.-

6452 - INSPECTION CHECKLIST FOR STORES AND CUPBOARD STOCK MANAGEMENT

1. Analyze financial statement for supply service for a selected period:

Capitalization	$ _____
Inventory beginning of period	_____
Inventory ending of period	_____
Total sales	_____
Earned income	_____
Expenses	_____
Net profit or loss	_____
Ratio of sales to inventory	_____

2. What inventory levels are established for stores stock items? In determining inventory levels, was consideration given to costs of procurement, costs of carrying inventories, rates of issue?

3. Are stocks on hand in accordance with established inventory levels? What is the approximate number of items in stores? What is the trend in number of items and in inventory value of stocks?

4. Do stocks contain items also stocked by FSS Stores? What is inventory level of these items?

5. What inventory method is used for maintaining stock-control records? What stock-control record forms are sued? Is the record system adequate for this type of stores operation?

6. What type of physical inventory is made? What is date of last physical inventory? Are physical inventories reconciled with stores stock records? Storestock records reconciled with general ledger balances?

7. Is the "EOQ" table used to determine the economic ordering period for items stocked for issue procured from FSS Stores, other Government sources, and commercial stocks?

8. Are cupboard stock inventories in accordance with established levels? Are equipment and supplies on hand essential to work program needs? Check common items to determine slow-moving stock.

9. What method is used to control cupboard stocks?

6453 - FLEET EQUIPMENT MANAGEMENT

1. Management of motorized and Heavy Equipment

a. What is the trend in the inventory of regional pool equipment? Prepare the following summary and analyze data:

Motor vehicles	Inventory 6/30/__	Inventory 6/30/__	Difference
Sedans			
Station wagons			
Pickups, 1 ton and under			
Trucks, 1-1/2 ton to 2-1/2 ton, stakesides			
Trucks, 1-1/2 ton to 2-1/2 ton, dumps			
Trucks, over 3 ton			

b. What effect has this trend on the average mile per unit per year?

2. Average Annual Use Trend

a. What is the trend in average annual use of the region? Compare with the Forest Service average Department average. Show details in table below:

Class	Average use during F. Y. 19			Average use during F. Y. 19
	Reg. or Sta.	For. Serv.	Dept.	
Automobiles				
Carryalls				
Trucks, 1 ton and under				
Trucks, 1-1/2 ton to 2-1/2 tons, stakesides				

b. What is the trend in the number and utilization of heavy equipment, such as motor graders, tractors, etc.? Compare data 6/30/___with 6/30/___.

c. Is maximum utilization made of all vehicles in service?

3. What is the age-mileage trend? Review vehicle age-mileage data in Annual Motor Vehicle Report.

a. Number and percentage of (1) passenger cars and (2) trucks with over 60,000 miles.

b. Number and percentage of (1) passenger cars and (2) trucks over retirement age.

Obtain this data for each of the last 3 fiscal years. In the trend of the number of vehicles with over 60,000 miles and those over retirement age on the increase or decrease? What is being done to correct any unsatisfactory trend?

c. Has the region or station a realistic and justifiable replacement plan which assures orderly replacement on an economic basis?

4. What is the trend in operation and repair costs?

a. Prepare following summary for last 3 fiscal years.

Fiscal year	Average operation and repair cost per mile Sedans: Stakesides 1-1/2-T--2-1/2-T: Trucks 1 ton and under
19___	
19___	
19___	

b. What is being done or should be done to reduce these costs?

5. Equipment Used Budget and Plans

a. Is the Equipment Used Budget and Financial Plan realistically prepared and based on most recent workload analyses?

b. Are equipment budgets of forests correlated and carefully scrutinized by the regional office?

c. Is there satisfactory adherence by forests to these equipment plans?

6. In general, are vehicles being declared excess which cannot be justified for continued retention on the basis of miles or hours of use?

7. Is equipment in satisfactory operating condition? Make an inspection, using Form FS-808, of a number of vehicles selected at random. Also review reports on equipment condition made by regional equipment inspectors. Are vehicles serviced in accordance with established preventive maintenance standards? Do drivers periodically inspect the vehicles they are operating (using Form FS-808)?

8. General

a. Is approval obtained for permission to store a Government motor vehicle at or near the residence of a Forest Service employee?

b. Do all Government vehicles bear the official identification tags and shield?

c. Is an Individual Equipment History Card Record maintained on each motor vehicle? Does it reflect full data on cost of operation and repair?

d. Is a GSA motor equipment pool in operation? If so, to what extent is it used by the Forest Service; is it meeting the work program requirements; and are any savings effected through its use?

6454 - INSPECTION CHECKLIST--REAL PROPERTY MANAGEMENT

6454.1 - Space Management

1. Are relations between GSA, as landlord of leased and Government space, and Forest Service satisfactory?

2. Are space needs determined by use of Forest Service space utilization guides and template layouts?

3. Is there efficient and full utilization of space? What is the average square footage per capita of office space occupied? Is this adequate?

4. Is space well lighted, arranged, ventilated, accessible to public?

5. Do any space problems exist? If so, what action is being taken to solve them?

6. Review leases selected at random. Cover each step in lease procedure, request, appraisal of space, application for space, for conformance with standard procedure.

7. Are signs and building directories on Forest Service buildings in accordance with Manual standards? Check office signs, including office door identifications; also listing in telephone directories. Is adequate reference made to USDA and Forest Service?

6454.2 - Land and Improvements

1. Who is designated as the property management officer for real property? Is he functioning effectively?

2. Review Division of Lands files to determine number of administrative sites acquired by purchase, donation, or withdrawal that are not occupied. What is the planned program for disposal or release of withdrawal?

3. Are disposal authorities understood? Are they adequate?

4. Is a continuous survey being made of buildings, structures, and facilities in the custody of the unit, and prompt action taken to declare as excess, property which is not needed for work program

operations, and where their further retention is not justified from the standpoint of the continued cost for their care and maintenance?

5. Is real property being properly appraised prior to disposal?

6. Are adequate records being maintained in real property disposal?

7. Has adequate notice of sale of property been given and does the sale notice carry the required statements?

8. Review required reports. Are reporting instructions understood? Is information being properly reported? Have the Department and other agencies of the Government been informed of excess real property.

6454.3 - Residence Occupancy

1. Review the results of the latest reappraisals. Do the schedules of rates represent the reasonable value of the quarters to the occupants in the particular locality and circumstances involved as set forth in Bureau of the Budget Circular A-45?

2. During reappraisal, how many housing units had an increase, decrease, or no change?

3. In general, did the reappraisal result in the revision of rates upward or downward, and how much?

4. Has a realistic rental rate been established for the modern-type house trailer being used by employees?

5. Check policy in effect on unit as to when quarters deductions are made or not made for work camps, bunkhouses, and trailer occupancy.

6. What are the total number of residences subject to Bureau of Budget Circular A-45? * * * Are any housing units not in compliance with A-45? If so, give reasons.

* U.S. GOVER

406.14 - Selection (FSM 6540.16d)

406.15 - Designation. In 7 AR 71, the Secretary of Agriculture delegates to the Chief of the Forest Service the authority to designate certifying officers.

The fiscal agent will be designated as a certifying officer and will serve as the principal certifying officer for his Region and Stations. Other certifying officers will refer to their fiscal agent those cases in which there is a question as to whether the bill or claim can properly be certified for payment. As a general rule, the fiscal management branch chief and head of the Regional Office section (in the accounting branch) in which vouchers are reviewed will also be designated to certify all classes of voucher-schedules except those involving payments from appropriations 20X1807 and 20X8881. Other staff officers in the division of fiscal control may be designated as needed, provided the number of individuals designated is held to the minimum required to ensure that at least one certifying officer is available at all times. Designations should be confined to employees in the higher grades who meet the qualifications set forth in FSM 6540.16d.

406.15a - Delegation of Authority To Designate Certifying Officers. In FSM 6540.16f, the Chief redelegates to the occupants of specific positions the authority to designate certifying officers.

Regional Fiscal Agents should initiate action toward furnishing the Treasury Department Chief Disbursing Officer with the signatures of the key officials to whom this authority has been delegated in his area by preparing an undated memorandum for *-Acting Chief Hendee's-* signature following the example provided in exhibit 1 at the end of this code. Prepare enough copies to provide 4 for the Washington Office. Obtain the signature of the official having designating authority on the original and first carbon and affix his signature stamp on all other copies. Forward the original and 3 copies to the Washington Office.

In the Washington Office, the Accounting and Fiscal Operations Branch of the Division of Budget and Finance will process these delegations of authority. After determination that the submission is in proper form, all copies shall be dated and the signature of the *-Acting Chief Hendee-* shall be obtained on the original. *-Mr. Hendee's-* signature stamp shall be affixed on all copies. The original and first carbon bearing the signatures of the officials having designating authority shall then be forwarded direct to the Chief Disbursing Officer of the Treasury. One copy shall be returned to the Region involved, or Laboratory. The remaining copy shall be retained in Washington Office Division of Budget and Finance files under a "Delegation of Authority To Designate Certifying Officers"

heading . The Region shall use the dated copy bearing *-Mr. Hendee's-* signature stamp to set up in fiscal control a "Delegation of Authority To Designate Certifying Officers" file.

When there is a change in occupants of any of the positions to which this authority has been delegated, the Chief Disbursing Officer of the Treasury must be notified. The Regional Office, Station, or Laboratory at which the change occurred shall prepare such notification in sextuple, without date, following the example provided as exhibit 2 at the end of this code. Obtain the signature of the incoming employee, who will use the authority delegated, on the original and first carbon and affix his signature stamp on all other copies. Forward the original and four copies to the Washington Office for processing to the Chief Disbursing Officer in accordance with the procedures previously prescribed for handling the initial delegation of this authority, except that the additional carbon copy will be forwarded to the individual who left the position to which such authority was delegated.

When an individual transfers from one Region to another, his authority will be revoked as it applies to his former station and another notification will be issued to cover his new station.

*-Exhibit 1

1230 (6500)

TO: Chief Disbursing Officer, Treasury Department

FROM: Clare W. Hendee, Acting Chief, Forest Service

SUBJECT: Delegation of Authority (To Designate Certifying Officers)

Under the authority provided in paragraph 71 of title 7 of the Administrative Regulations of the Department of Agriculture, authority was delegated to Regional Foresters, to Directors of Experiment Stations and the Forest Products Laboratory, and to fiscal agents as alternates for their Regional Foresters and Directors to designate certifying officers to certify all classes of vouchers-schedules except those involving refunds payable from appropriations 20X1807 and 20X8881. This delegation of authority is provided in section 6540.16f of the Forest Service Manual. A copy of the delegation has been furnished your office.

The Director of the Rocky Mountain Forest and Range Experiment Station, the Regional Forester in charge of Forest Service Region 2, and their Regional Fiscal Agent are authorized to designate certifying officers to certify accounts for payment to the Treasury's Denver Regional Disbursing Office and to revoke or amend such designations.

The signatures of these three key officials in the Denver area who have the above-mentioned delegation of authority are provided below in accordance with the Administrative Regulations of the Department of Agriculture.

Clare W. Hendee,
Acting Chief,
Forest Service

_____
Director, Rocky Mountain Forest
and Range Experiment Station

_____
Regional Forester, Region 2

_____
Regional Fiscal Agent-*

*-Exhibit 2

1230 (6500)

TO: Chief Disbursing Officer, Treasury Department

FROM: Clare W. Hendee, Acting Chief, Forest Service

SUBJECT: Delegation of Authority (To Designate Certifying Officers)

My memorandum of _____, 196__, provided your office with the signatures of the three key Forest Service officials in the Denver area who are authorized to designate certifying officers to certify certain vouchers-schedules to the Treasury's Denver Regional Disbursing Officer and to revoke or amend such designations.

A change in personnel in the Regional Fiscal Agent position has been made. Mr. _____ assumed the responsibilities of the Regional Fiscal Agent at Denver, effective _____, 196__, and will use the above-mentioned delegated authority instead of Mr. _____, who no longer occupies the position and is no longer authorized to make such designations in the Denver area. An example of the signature which Mr. _____ will use in making such appointments is provided in the lower left section of this page.

The delegation of this authority is in accordance with paragraph 71 of title 7 of the Administrative Regulations of the Department of Agriculture and section 6540.16f of the Forest Service Manual.

Clare W. Hendee
Acting Chief,
Forest Service

_____
Signature-*